

# OFFICE OF FINANCIAL MANAGEMENT

## BUDGET AND ALLOTMENT SUPPORT SYSTEMS (BASS)

### *BUDGET DEVELOPMENT SYSTEM (BDS)* **COMPLETE SYSTEM MANUAL**

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*Version 1.3 FINAL DRAFT*  
*Target 4/2002*

# TABLE OF CONTENTS

(1)	BASS Background .....	2
(2)	BDS Background .....	2
(3)	BDS Goals .....	2
(4)	BDS System Outline .....	3
(5)	BDS Security .....	5
(6)	Screen Layout .....	6
<b>I.</b>	<b>BDS MENU .....</b>	<b>6</b>
<b>II.</b>	<b>BDS MENU BAR .....</b>	<b>8</b>
<b>III.</b>	<b>BUDGET MANAGEMENT CONSOLE .....</b>	<b>9</b>
A.	AFRS EXTRACT .....	9
1.	<i>AFRS Extract</i> .....	9
B.	VERSION MANAGEMENT .....	13
1.	<i>Add/Update Version</i> .....	14
2.	<i>Copy/Merge Version</i> .....	15
3.	<i>Delete Version</i> .....	17
4.	<i>Set Default DP Filter</i> .....	18
C.	TITLES MANAGEMENT .....	20
1.	<i>Budget Activity Inventory</i> .....	20
2.	<i>Program</i> .....	21
3.	<i>Organization</i> .....	27
4.	<i>Project</i> .....	33
5.	<i>Budget Unit</i> .....	35
6.	<i>Sub Sub Object</i> .....	36
D.	DECISION PACKAGE MANAGEMENT .....	38
1.	<i>Decision Package Control</i> .....	38
2.	<i>Prioritize Decision Packages</i> .....	43
3.	<i>Agency Decision Package Identification</i> .....	45
4.	<i>Merge Decision Package</i> .....	47
E.	WORKING CAPITAL .....	50
1.	<i>Working Capital</i> .....	50
<b>IV.</b>	<b>DECISION PACKAGE CONSOLE .....</b>	<b>51</b>
A.	PACKAGE NARRATIVE .....	52
1.	<i>Narrative Input</i> .....	53
2.	<i>Affected Programs</i> .....	57
B.	EXPENDITURE DETAIL AMOUNTS .....	58
1.	<i>Fund Detail</i> .....	69
2.	<i>Object of Expenditures</i> .....	70
3.	<i>FTE Detail</i> .....	72
4.	<i>Affected Programs</i> .....	73
5.	<i>Expenditure Notes</i> .....	75
C.	REVENUE DETAIL AMOUNTS .....	76
1.	<i>Revenue Filter</i> .....	76
2.	<i>Revenue Detail</i> .....	78
3.	<i>Affected Programs</i> .....	83
4.	<i>Revenue Notes</i> .....	85
D.	PERFORMANCE MEASURE DETAIL .....	86
1.	<i>Goals</i> .....	86
2.	<i>Performance Measure Detail</i> .....	87
3.	<i>Performance Measure Notes</i> .....	91
<b>V.</b>	<b>BUDGET SUMMARY CONSOLE .....</b>	<b>91</b>
A.	LIST DECISION PACKAGES BY ID .....	91
1.	<i>List Decision Packages by ID</i> .....	92
<b>VI.</b>	<b>ADD DECISION PACKAGE .....</b>	<b>95</b>

A.	ADD DECISION PACKAGE .....	95
1.	Add a Decision Package.....	96
2.	Copy Decision Package (Save As).....	99
<b>VII.</b>	<b>DECISION PACKAGE FILTER .....</b>	<b>103</b>
A.	DECISION PACKAGE FILTER .....	103
1.	Decision Package Filter .....	103
<b>VIII.</b>	<b>REPORTS.....</b>	<b>104</b>
A.	MENU BAR REPORTS.....	104
1.	Multi-Program Decision Package.....	106
2.	Decision Package Narrative Detail.....	106
3.	Decision Package Fund Detail.....	106
4.	Decision Package Object Detail.....	106
5.	Decision Package FTE Detail.....	106
6.	Decision Package Revenue Detail.....	107
7.	Decision Package Performance Measure Detail.....	107
8.	Decision Package Listing Sorted by Budget Level.....	107
9.	Decision Package Listing Sorted by Agency Priority.....	107
10.	Decision Package Listing by Package Program/Program Priority .....	107
11.	Decision Package Listing Sorted by Locked Indicator.....	107
12.	Decision Package Listing Sorted by Package Program/Budget Level .....	107
13.	Version Titles.....	108
14.	Recommendation Summary (CB Detail).....	108
15.	Recommendation Summary by Agency Priority .....	108
16.	OFM Decision Package .....	109
17.	OFM Decision Package Program Detail .....	109
18.	OFM Recommendation Summary.....	110
19.	OFM Agency Budget Levels by Program .....	110
20.	OFM Revenue Estimates (B9) .....	111
21.	OFM Working Capital (B9-1) .....	111
22.	OFM Decision Package Summary .....	112
23.	Pre-Release Edit Report.....	112
24.	Multi-Year Recommendation Summary.....	114
25.	Multi-Year Decision Package.....	114
B.	BRS-BDS REPORTS .....	115
1.	Decision Package Detail by Budget Level.....	115
2.	Recommendation Summary .....	118
3.	Object/Source of Funds Expenditure Summary.....	120
4.	Fund & FTE Detail by Fiscal Year .....	121
5.	Selection Elements.....	124
6.	BDS Data Downloads.....	125

## **(1) BASS Background**

The Budget and Allotment Support System (BASS) is a long-term project geared toward bringing all the components of Washington State's budget and allotments systems under one web-based umbrella. This project is lead by the Office of Financial Management (OFM) with the assistance of Customer User Groups with diverse agency representation. The systems being replaced are older mainframe systems with little flexibility and complicated screens. At the same time we are adding tools based on user needs and changes in the state budgeting process.

## **(2) BDS Background**

BDS allows development of the agency's budget request on-line. It includes a tool to extract current biennium allotments from the Agency Financial Reporting System (AFRS). BDS supports multiple budget versions so agencies can easily develop various scenarios. Security levels are built in to ensure that only users with the appropriate level of authority have the ability to make changes. BDS captures all elements of a budget decision package including expenditure, staffing, and revenue estimates as well as incremental performance changes. Agency budgets can be developed at any level of detail to allow for detailed analysis of requests or translation into allotment data after the budget has been enacted.

## **(3) BDS Goals**

BDS is designed to support those budget development activities that are common to most state government agencies. The support of these core features common to all state agencies was one of the primary objectives of the project. These include:

Building Your Budget Base - Agencies can load the current biennium budget into BDS through a feature that automatically extracts combinations of estimated and actual expenditures, FTE, and revenue from the Agency Financial Reporting System (AFRS). There are also options for selecting the level of detail and whether to include approved estimates, adjusted estimates, actuals, or all three. The agency budget base, like all budget components in BDS, comprises of one of more decision packages.

Creating Preliminary Budget Proposals - Users can easily build proposed decision packages in BDS at a summary level, entering a description and justification, and funding estimates at the agency or program level. As the package moves through the agency's budget approval process, more detail can be added to the package using the same system features.

Distributing Budget Building to Programs - Program managers and staff can use BDS to create preliminary decision packages. They will be able to save the proposed decision package into an MS Word document, and then e-mail it to program and budget managers for review. Budget staff will then be able to view and edit the original decision package in BDS.

Recording all Elements and Impacts in the Decision Packages - Users can enter a variety of budget elements into each decision package. BDS allows users to input decision package narrative and justification under a standard set of headings outlined in the budget instructions. It allows you to link the decision package to your agency's strategic plan through goals and performance measures. It provides budget worksheets to record estimated expenditures by fund, expenditures by object, FTE, revenue, and performance measure impact.

Customized Decision Package Worksheets - BDS gives each agency the flexibility to build each of their decision package worksheets at the level needed to meet their organizational budgeting and reporting needs. Decision Packages include the same program, organization, and project index structure used in AFRS, as well as budget unit, and agency activity. Each decision package can carry its own worksheet coding, and the coding built in one package can easily be copied to another.

Identifying Incremental Budget Changes - BDS supports the creation of the agency budget following the standards defined in the overall state budget step table. In entering data for the four steps, (current biennium-CB, carry forward level-CL, maintenance level-ML, and performance level-PL) users can create decision packages that focus on either mandatory or optional budget adjustments. Several BDS reports follow the step table format and provide a bottom line view of the budget.

Looking at the Big Picture - BDS provides on line summarized views of your budget. The list of decision packages by ID gives users a real time indication of the scope and size of your budget. The associated decision package filter option allows users to focus in on specific budget elements. The list of decision packages by ID view allows users to drill into any of the packages on the list.

Budget Review by Agency Management - Besides a series of management reporting that is needed for agency management review. BDS provides the ability to assign and adjust the overall priority of your decision packages at the agency level or for each program.

Creating Multiple Budget Scenarios - Agencies can build different budget scenarios using the version feature in BDS. Agencies can define, create, and assign budget versions as needed to organize their budgets and group related decision packages. A version can contain one or more budget levels (CB,CL,ML,PL). The use and assignment of a version is not restricted in any way.

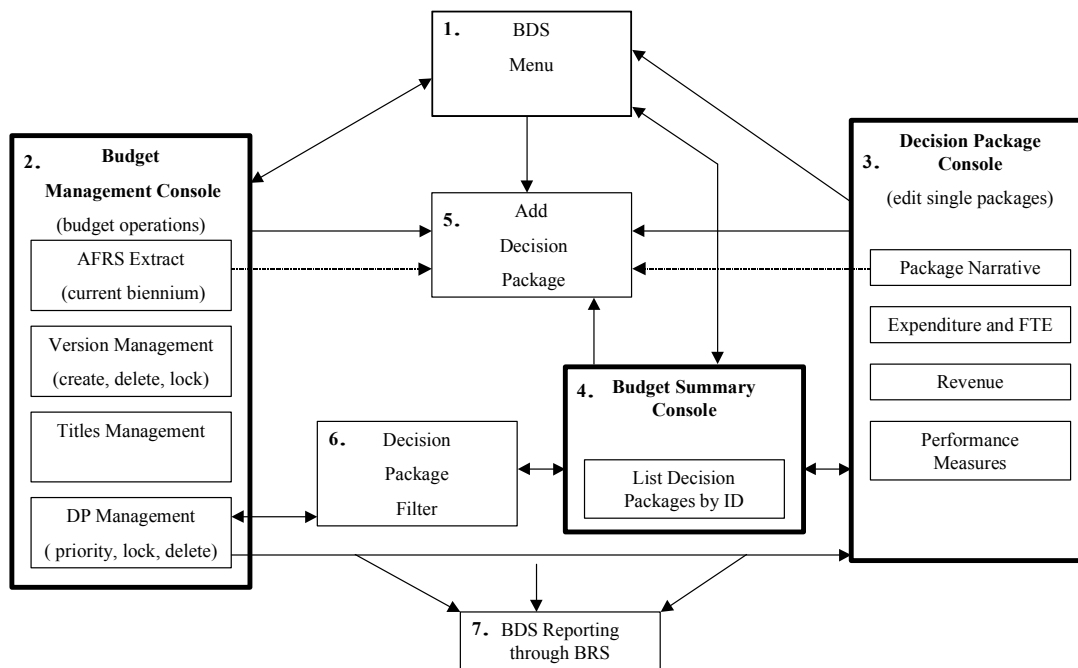
Preparing Your Budget Submittal - As the agency begins to reach final decisions on the agency budget, you may want to limit edit access to your budget. Users can lock a decision package, or (in the future) an entire version. This allows authorized staff to make last minute adjustments prior to your release to OFM. BDS will automatically roll up the budget data to the level required by OFM for submittal budget reports and electronic release.

Budget Reporting - BDS offers a series of working reports at both the detail and summary levels, as well as a set of submittal reports required by OFM. A new reporting feature allows users to download the report to Word or Excel for further formatting or preparation of your final budget document. More detailed and flexible reports are available through the Budget Reporting System – BDS reports tab.

#### **(4) *BDS System Outline***

The following diagram outlines the primary functions available in the BDS. The system is broken down into seven main components:

1. BDS Menu
2. Budget Management Console
3. Decision Package Console
4. Budget Summary Console
5. Add Decision Package
6. Decision Package Filter



## 7. BDS Reporting in BRS (formerly known as VRS)

1. The **BDS Menu** is designed to lead an agency through the steps in building their budget, from the creation of their budget base to preparing the budget request for submittal. Other system functions can be accessed from the BDS menu.
2. The **Budget Management Console** is designed to provide agency budget operations staff with tools to manage and control the creation of their agency's budget. This includes version management, decision package prioritizing and status identification, locking and deleting decision packages or versions, the AFRS extract, and changing or adding titles.
3. The **Decision Package Console** is designed to support editing of a single decision package. It is accessed after the users has selected a decision package to edit or created a new decision package. The two places to select a decision package are the Budget Summary Console, and the Decision Package Control screen from within the Budget Management Console.
4. The **Budget Summary Console** is designed to provide a summary listing of decision package information. It contains the package identification, priority, and status and indicators as to what type of data is in the package. Some decision package reports are available from the BDS menu through the Budget Summary Console.
5. The **Add Decision Package** screen allows the user to create new decision packages. They can enter all of the key elements that define a decision package. They can pick from a list of valid decision package codes, and also decide whether to create the package at the agency level or at the program level using package program. If a program is entered into the package program field when the decision package is created, then coding for that program will be defaulted for all data entered into that decision package.

The **Add Decision Package** screen is also used when the user completes a current biennium extract or copies a decision package.

6. The **Decision Package Filter** screen allows the user to select criteria to determine which budget decision packages they want to view. The filter selections are applicable when viewing summary lists of decision packages. The two places to list decision packages are:

- the Budget Summary Console, and
- the Decision Package Control tab of the Decision Package Management tab set from within the Budget Management Console.

The selections made on this screen are saved and become the defaults when returning to a screen listing decision packages. A **Set DP Filter to All** button allows the user to easily view all decision package within the current version.

7. **Reports** will be available with the BASS Budget Reporting System (BRS). Reports available include replacements for the B5 and B5-2, and a Recommendation Summary. Other reports are available within BDS from the Reports option on the BDS menu bar. These include:

- Various decision package listings
- Decision package detail reports
- Version Listing
- Titles Listings
- Many OFM required submittal reports

The remainder of this system documents will explore each console in depth.

## **(5) BDS Security**

<b>Function</b>	<b>Edit Access (EA)</b>	<b>Budget Operations (BO)</b>
Add/Update Versions	None	Full
Copy/Merge Versions	None	Full
Delete Versions	None	Full
Lock/Delete Decision Packages	None	Full
Prioritize Decision Packages	None	Full
DP Identification (change title)	None	Full
Working Capital	Full / View if version is locked	Full
Edit Decision Packages	Full / View if version or DP is locked	Full
Create Decision Packages	Full / None if version locked	Full
Copy Decision Package	Full / None if Copy To version locked	Full
List Decision Package by ID	Full	Full
Reports	Full	Full
Pre-Release Edits	Full	Full

## (6) Screen Layout

The following diagram outlines the standard format for BDS screens.

The screenshot shows the BASS (Budget and Allotment Support System) interface. The title bar reads "BASS Budget and Allotment Support System". Below the title bar is a menu bar with options: File, Edit, View, Tools, Reports, Help. The main window is titled "Decision Package Console - Package Narrative - PL-ZZ BDS Screen Format". On the right side, there is a "Subsystem (Console) - Screen Name - Decision Package Code and Title" field. Below this is a "BDS Menu Bar" and a "Current Tab Set" section. The main content area is divided into two panes. The left pane contains a "Package Title" field and a "Package Description" section with the following text: "Recommendation summary text (used in OFM budget systems).", "How this decision package contributes to the agency's strategic plan and its goals and strategies.", "Reason for the change.", "Impact of the change on agency clients and services.", and "Other impacted programs.". The right pane contains a "Current Tab" section. At the bottom of the main content area are "Action Buttons" (Spell Check, Apply, Reset). The status bar at the bottom displays "Agency: 105 Budget Period: 2001-03 Version: TR Package Program: Decision Package: PL-ZZ" and "BDS Prototype 2.0.33".

*You should avoid using the browser menu options while working in BASS applications. They do not interact with the database, and changes to data may be lost.*

Screen Title - This blue bar will show you where you are in the system by console, function, and screen.

Menu Bar – Includes all standard menu bar options. More on these next section. Each console may have some unique menu bar functions available. These will be discussed within the appropriate section of the system manual.

Tab – Tabs are used to move between system functions with different screens. Both tabs illustrated above related to entering decision package narrative.

Action Buttons – Buttons which perform a specific action. These will be discussed in depth under the screen review portion of each console.

Filter/Record Selection – This allows you to see where you are in your budget. This line indicates agency, budget period, version, and filter settings. If the decision package or version is locked, a padlock icon will be displayed.

## I. BDS Menu

The BDS Menu is designed to lead an agency through the steps in building their budget from the creation of their budget base, to preparing your agency budget proposal for submittal to OFM.



BDS Menu		
Load my agency budget base (AFRS Extract)		
Adjust my budget base (View/Edit CB Level Decision Packages)		
Add decision package to my base		
Update decision packages		
Re-prioritize my agency's decision packages		
Lock a decision package		
Lock a budget version		
Other budget management options		
Verify data to be released to OFM		
Exit to Main Menu	Exit and Logoff	BDS Help

The BDS menu consists of the following selections:

Load my agency budget base (AFRS Extract) – Allows the agency budget operations staff to extract current biennium data from AFRS (official or adjusted allotments with or without expenditures through the previous month close), and load into the BASS budget database. Brings up the **AFRS Extract** Screen.

Adjust my agency budget base (View/Edit CB level packages) – Allows the user to view and/or update current biennium decision packages (Budget Level CB). Brings up **List Decision Packages by ID** screen and sets the DP filter to view only current biennium decision packages.

Add decision package to my base – Allows the user to add a decision package to any budget level in the statewide budget step table. Brings up the **Add a Decision** Package screen.

Update decision packages - Displays a list of decision packages available to the user, and allows the user to open a decision package for update. Brings up **List Decision Packages by ID** screen.

Re-prioritize my agency's decision packages - Allows the agency budget operations staff to prioritize decision packages. Brings up the **Prioritize Decision Package** screen within the **Decision Package** Management **Tab Set** of the **Budget Management Console**. Not available to Edit Access users.

Lock a decision package - Allows the agency budget operations staff to lock a decision package. Brings up the **Decision Package Control** tab within **Decision Package** Management **Tab Set** of the **Budget Management Console**. Not available to Edit Access users.

Lock a budget version - Allows the agency budget operations staff to lock a version. Brings up the **Add/Update Version** screen within the **Version Management Tab Set** of the **Budget Management Console**. Not available to Edit Access users.

Other budget management options - Allows the agency budget operations staff to perform administrative functions. Brings up a list of all of the functions available in the **Budget Management Console**. They include the ability to lock or delete decision packages, prioritize decision packages, modify the agency decision package titles, version management functions, titles management, and AFRS extract. Not available to Edit Access users (except **Working Capital**).

## II. BDS Menu Bar

The following items are “standard” on the BDS Menu Bar. Changes may occur from screen to screen. These changes are noted on the appropriate screens with expansion.

*Note: If viewing this document on-line, users should be able to click a bolded screen reference to jump to that screen description. The cursor will change to a pointed finger when this option is available.*

Menu Option	What it does
<b>File</b>	
Save Current Tab	Saves current tab only
Save Current Tab Set	Save the active set of screens
Cancel Changes to Current Tab Set	Cancels changes to current tab
<b>Add a Decision Package (section VI.A.1, page 103)</b>	Add New Decision Package
<b>Decision Package Filter (section VII.A.1, page 103)</b>	Set criteria for listing decision packages
Exit to BDS Menu	Return to BDS Menu
Exit to Main Menu	Return to BASS Main Menu
Exit and Logoff	Logoff of BASS
<b>Edit</b>	
<b>Package Narrative (section IV.A, page 52)</b>	Go to Package Narrative tab set
<b>Expenditure Detail Amounts (section IV.B, page 58)</b>	Go to Expenditure detail tab set
<b>Revenue Detail Amounts (section IV.C, page 76)</b>	Go to Revenue Detail Amounts tab set
<b>Performance Measure Detail (section IV.D, page 86)</b>	Go to Performance Measures tab set
<b>View</b>	
<b>List Decision Packages by ID (section V.A.1, page 92)</b>	Lists decision packages meeting filter criteria
<b>Tools</b>	
<b>Decision Package Management</b>	Brings up the decision package management tab set
<b>Version Management</b>	Brings up the version management tab set
<b>Titles Management</b>	Brings up the titles management tab set
<b>AFRS Extract</b>	Brings up the AFRS extract screen
<b>Working Capital</b>	Accesses the Working Capital screen
<b>Reports</b>	See section VIII.A - <b>Menu Bar Reports</b>
<b>Reports</b>	
<b>Help</b>	
BASS Library	Help files and information for the systems available within BASS
BDS Help	BDS specific help files

### III. Budget Management Console

#### A. AFRS Extract

The AFRS extract is used to retrieve information from AFRS for allotments and expenditure data. This data can be used for developing the Current Biennium base (Current Appropriation Level) at a lower level of detail than typically captured in budget documents. The intent here is that agencies could build this at a lower level so that budget data can easily be analyzed or converted to allotments when a budget is enacted. Alternatively, agencies could add a decision package for Current Biennium (CB) without using the AFRS extract.

##### 1. AFRS Extract

The AFRS Extract screen allows the user to select the criteria for pulling data from AFRS. Many different options exist from type of data (fund, object, FTE); level of data (program, cost center); and allotments with or without expenditure to-date.

Access - The AFRS Extract can be found under **Load My Agency Budget Base (AFRS Extract)** from the BDS menu, or **Tools / AFRS Extract** from the BDS menu bar.

BDS Menu Bar - The Menu Bar for this tab set does not have any additional features. Some decision package specific items have been disabled.

	Detail Level
Program	<input type="checkbox"/>
SubProgram	<input type="checkbox"/>
Activity	<input type="checkbox"/>
SubActivity	<input type="checkbox"/>
Task	<input type="checkbox"/>
Division	<input type="checkbox"/>
Branch	<input type="checkbox"/>
Section	<input type="checkbox"/>
Unit	<input type="checkbox"/>
CostCenter	<input type="checkbox"/>

Select only one current biennium extract option:

- ☒ Official estimates for the entire biennium.
- ☐ Official plus adjusted estimates for the entire biennium.
- ☐ Actuals through the closed month and official estimates for the rest of the biennium.
- ☐ Actuals through the closed month and official plus adjusted estimates for the rest of the biennium.

Select record type options: (All may be selected)

- ☐ Expenditures by Fund ☐ FTE
- ☐ Expenditures by Object ☐ Revenue (Program Level Only)

##### Each Option

- Current Biennium –The top left-hand side of the screen identifies what information will be retrieved from AFRS. Data from AFRS is loaded into BDS only once per month after business close. This line represents the AFRS Close Date data. At this time, FM25 is not

included in the download. Users can use the **Decision Package Filter** to change the biennium for extract.

- Select a level of detail for extract – The checkboxes in this column will determine at what level the data will be pulled from AFRS. The groups represent different coding elements that may be more recognizable in terms of indexes. By using all levels of the structure, you can retrieve information at intermediate levels of detail. For instance in the program structure, program may be too broad, yet program index (task level in some agencies) may be too much detail. In this case an agency could choose to extract at the SubProgram level.
  - ✓ If you check a box that is a lower level detail than your agency has data in AFRS, you will get the lowest level of detail available (e.g., you check task, your agency only defines down to activity, you will get activity level detail)
  - ✓ To automatically get the lowest level of detail for your agency, check the last box in each grouping. This will likely reflect the index level (program index, org index, etc.)
  - ✓ For each level of data extracted, additional columns are added to the final worksheet. It is not recommended that you run an extract for an entire agency at the lowest level of detail possible. If you need lower level of detail, run the extracts by limiting program and division (next two main bullets).
  - ✓ Not checking any box in the group, the data will be pulled at the agency level or the specific program or division selected.
- Select a program to extract – This box further identifies what data will be extracted from AFRS
  - ✓ Agency Level – will pull all data for the agency
  - ✓ Program XXX – will pull **only** data for that program. Further, this will result in the final decision package having an identifying key of Package Program XXX (more on package program later). This option will also automatically mark Select a level of detail for extract for program.
- Select a division to extract – For agencies which have division defined in their AFRS tables, the AFRS extract will allow you to limit the data pulled from AFRS based on this division. This will not affected package program. This option will automatically mark to extract at the Division level.
- Select only one current biennium extract - This allows you to select the mix of allotment type and/or expenditure you want to extract from AFRS.
  - ✓ Official estimates for the entire biennium – includes all biennial official approved allotments reflected in the current closed AFRS months as listed above. This will most closely match your current appropriation level but will still require adjustments for Governor's office allocations (fund 406, 427, etc).
  - ✓ Official plus adjusted estimates for the entire biennium – includes all biennial official approved allotments as well as any adjusting internal packets.
  - ✓ Actuals through the closed month and official estimates for the remainder of the biennium – this option will look at expenditures through the AFRS close as listed above. The remaining fiscal months will be based on official allotments by month.
  - ✓ Actuals through the closed month and estimates for the closed month and official plus adjusted estimates for the remainder of the biennium – this option will look at expenditures through the AFRS close as listed above. The remaining fiscal months will be based on internal allotments by month.
- Select record type options: (All may be selected) – Selects the type of records you want included in this extract.
  - ✓ Expenditures by Fund – Will pull all AFRS allotments and/or expenditures by fund and appropriation type.

- ✓ FTE – Will pull all AFRS allotments and/or expenditures (calculated using staff months) by fund and appropriation type.
  - ✓ Expenditures by Object – Will pull all AFRS allotments and/or expenditures by object. You must select the object level of detail for to extract under Select a level of detail for extract in the last group.
  - ✓ Revenue (Program Level only) – Will pull Revenue records by fund and source. If the level of detail selected in Select a level of detail for extract is below Program, Revenue will always rollup to the program level.
- Create CB Decision Package – Clicking this button will take the user to the **Add Decision Package** screen to establish the identification of the resulting decision package. Some options on this screen will be pre-filled based on the selections from this AFRS Extract screen (budget level, package program, biennium).
  - Reset – Resets all the options selected on this screen to defaults.

### Examples

#### **Example 1 – Agency 310 (Department of Corrections)**

**Budget Management Console - AFRS Extract**

File Edit View Tools Reports Help

AFRS Extract

Current Biennium: 1999-01 Month Ending: May FY-2001

Select a level of detail for extract

	Detail Level
Program	<input type="checkbox"/>
SubProgram	<input checked="" type="checkbox"/>
Activity	<input type="checkbox"/>
SubActivity	<input type="checkbox"/>
Task	<input type="checkbox"/>
Division	<input type="checkbox"/>
Branch	<input checked="" type="checkbox"/>
Section	<input type="checkbox"/>
Unit	<input type="checkbox"/>
CostCenter	<input type="checkbox"/>

Select a program to extract  
- Agency Level -

Select a division to extract  
All

Select only one current biennium extract option:

☐ Official estimates for the entire biennium.

☐ Official plus adjusted estimates for the entire biennium.

☒ Actuals through the closed month and official estimates for the rest of the biennium.

☐ Actuals through the closed month and official plus adjusted estimates for the rest of the biennium.

Select record type options: (All may be selected)

☒ Expenditures by Fund ☒ FTE

☒ Expenditures by Object ☐ Revenue (Program Level Only)

Create CB Decision Package Reset

Agency: 310 5.0.23

\* *Level of object is Object*

### Result is

- An average 129 sets of columns in each worksheet.
- This would include all agency data,
- Decision package will be identified as a Package Program – Agency Level decision package,
- Extract would represent agency internal allotments,
- Each column is coded to the SubProgram/Branch level,
- The Object of Expenditure worksheet has a row for each object,
- Fund Detail worksheet has a row for each fund/AT type,
- FTE has a row for each fund/AT type,
- No Revenue records created,

- In the case of DOC this means each column set represents a SubProgram function (custody vs. medical) and Branch (region), and
- This decision package would take a few minutes to open and would be difficult maneuver.

Alternatively, DOC could run 5 extracts, one for each program selecting SubProgram and branch for level of detail. Each of the 5 resulting decision packages would roll together on reports for full SubProgram/Branch analysis, yet edits could be made in a more manageable format as five separate decision packages.

### Example 2 – Agency 235 (Department of Labor and Industries)

**Budget Management Console - AFRS Extract**

File Edit View Tools Reports Help

AFRS Extract

Current Biennium: 1999-01 Month Ending: May FY-2001

Select a program to extract: - Agency Level -

Select a division to extract: 01 - Region 1

Select only one current biennium extract option:

- ☒ Official estimates for the entire biennium.
- ☐ Official plus adjusted estimates for the entire biennium.
- ☐ Actuals through the closed month and official estimates for the rest of the biennium.
- ☐ Actuals through the closed month and official plus adjusted estimates for the rest of the biennium.

Select record type options: (All may be selected)

- ☒ Expenditures by Fund ☒ FTE
- ☐ Expenditures by Object ☐ Revenue (Program Level Only)

Create CB Decision Package Reset

Agency: 235 5.0.23

	Detail Level
Program	<input checked="" type="checkbox"/>
SubProgram	<input type="checkbox"/>
Activity	<input type="checkbox"/>
SubActivity	<input type="checkbox"/>
Task	<input type="checkbox"/>
Division	<input checked="" type="checkbox"/>
Branch	<input type="checkbox"/>
Section	<input type="checkbox"/>
Unit	<input type="checkbox"/>
CostCenter	<input type="checkbox"/>

### Result is

- An average 5 sets of columns in the Fund and FTE worksheets.
- Data would be limited to Region 01,
- Decision package will be identified as a Package Program – Agency Level decision package,
- Extract would represent agency Official allotments,
- Each column is coded to the Program/Division (division 1 only),
- The Object of Expenditure has a default placeholder record with zero,
- Fund Detail worksheet has a row for each fund/AT type,
- FTE has a row for each fund/AT type,
- No Revenue records created,
- In the case of L & I this means each column set represents each Program within region 1
- This decision package would open relatively quickly and be easy to maneuver.

### Example 3 – Agency 100 (Attorney General's Office)

**Budget Management Console - AFRS Extract**

File Edit View Tools Reports Help

AFRS Extract

Current Biennium: 2001-03 Month Ending: February FY-2002

Select a program to extract  
010 - Administrative Servi

Select a division to extract  
All

Select a level of detail for extract

	Detail Level
Program	<input checked="" type="checkbox"/>
SubProgram	<input type="checkbox"/>
Activity	<input type="checkbox"/>
SubActivity	<input type="checkbox"/>
Task	<input type="checkbox"/>
Division	<input type="checkbox"/>
Branch	<input type="checkbox"/>
Section	<input type="checkbox"/>
Unit	<input type="checkbox"/>
CostCenter	<input type="checkbox"/>

Select only one current biennium extract option:

☒ Official estimates for the entire biennium.  
☐ Official plus adjusted estimates for the entire biennium.  
☐ Actuals through the closed month and official estimates for the rest of the biennium.  
☐ Actuals through the closed month and official plus adjusted estimates for the rest of the biennium.

Select record type options: (All may be selected)

☒ Expenditures by Fund ☒ FTE  
☒ Expenditures by Object ☐ Revenue (Program Level Only)

Create CB Decision Package Reset

Agency: 100 5.0.23

\* Object is selected at the SubSub Object Level

#### Result is

- An average 6 sets of columns in the Fund, Object, and FTE worksheets.
- Data would be limited to Program 010 Administrative Services,
- Decision package would be identified as a Package Program 010 only decision package,
- Extract would represent agency actual expenditures through current closed month (September 2001) and official allotments for fiscal months 15 – 24. Fiscal month 25 is not included in the actual expenditures.
- Each column is coded to the Program/Division (Program 010),
- The Object of Expenditure has a row for each subsub object (or the lowest level of object available in AFRS),
- Fund Detail worksheet has a row for each fund/AT type,
- FTE has a row for each fund/AT type,
- This decision package would open relatively quickly and be easy to maneuver.

## B. Version Management

Concept – A **version** is any set of decision packages similar to a directory (or file folder) on an agencies network. Versions may be defined as best seen fit by users. The most common use of version is to define agency scenarios. As agencies go through the budget decision making process they may find several versions or scenarios of their budget. BDS allows users to keep system versions for tracking.

An alternative use may be to break up the budget building exercise by program for larger agencies. In this case it is assumed the versions would later be merged into one version for the agencies. It is recommended that agencies have a thorough understanding of versions, merging, and decision package management if planning on using versions for this complex budget process.

The Version Management tab set is where users can perform administrative functions regarding versions. These include adding versions, deleting versions, and copying or merging versions. Additionally a screen is available which allows the administrative user to define a Default Decision Package Filter to define where each user into BDS for the first time for that agency should be

directed. Adding a version and setting a default decision package filter is required of the first person to access BDS for an agency.

**Access** - The Version Management tab set can be accessed from the BDS Menu by choosing **Other Budget Management Options / Version Management** then selecting the appropriate screen, or by selecting **Tools / Version Management** from the BDS Menu Bar.

**BDS Menu Bar** - The Menu Bar for this tab set does not have any additional features. Some decision package specific items have been disabled.

## 1. Add/Update Version

**Concept** - The Add/Update Version screen allows users to add new versions or edit the name and/or characteristics of an existing version. Users can input or edit only in white cells. Changes made to this screen appear in blue font until saved. Users will be prompted to save when trying to exit the screen without first saving. Adding a version is required by the first person to access the system for an agency.

**Access** - The Add Version screen can be accessed from the BDS Menu by choosing **Other Budget Management Options / Version Management / Add/Update Version** then selecting the or by selecting **Tools / Version Management** from the BDS Menu Bar.

If the agency does not have any versions or does not have the **Set Default DP Filter** set, Budget Operations users will automatically be taken to this screen when accessing BDS.

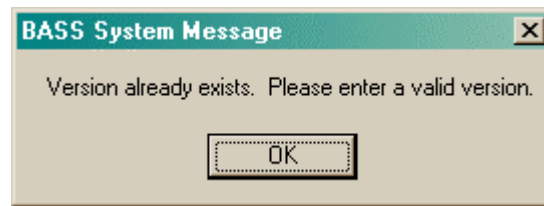
### Screen Notes –

	Version	Title	Budget Type	Locked	Multi-Year Plan Default
10	AS	Supplemental Submittal	First Year Supplemental	<input type="checkbox"/>	<
11	I1	AUTO Upload Test	Regular	<input type="checkbox"/>	<
12	MG	Program 100 Decision Packages	Regular	<input type="checkbox"/>	<
13	PM	Backup Copy of T3	Regular	<input type="checkbox"/>	<
14	T3	Agency Working Version	Regular	<input type="checkbox"/>	<
15	T4	Working Capital Version	Regular	<input type="checkbox"/>	<
16	TP	Management Review 7-12-02	Regular	<input type="checkbox"/>	<
17	TR	Tutorail Practice	Regular	<input type="checkbox"/>	<
18	AD	OFM Submittal Version	Regular	<input type="checkbox"/>	<

**Version** – This column lists available versions for the budget period. To add a new version, users will need to identify a two-digit version code. This version code may be alpha-numeric, any order. This code is entered under the column labeled **version** in the last row with the white



cell, then hitting the tab key to continue. Users will not be able to enter Version XX. The use of this version code is reserved for AUTO testing. If the version you are entering already exists for the budget period the following message will be displayed.



Title – Version titles may be 35 characters in length. The title cannot have any special characters such as & or '. The system will ignore these keystrokes to avoid a data conflict. Once a title is entered, the user hits the tab key to continue.

Budget Type – Clicking on this box activates a drop-down selection box. This field is blank by default. The user must select the budget type to a valid selection before the version will be added. Once a user tabs off this row, the selection cannot be changed. The user must **Reset** then screen and re-add the version using the correct budget type. Current selections include:

- Regular – this is used for full biennial budgets
- 1<sup>st</sup> year supplemental – this is reserved for use when the budget is a 1<sup>st</sup> year supplemental budget
- 2<sup>nd</sup> year supplemental – this is reserved for use when the budget is a 2<sup>nd</sup> year supplemental budget

Locked – Version locking is available so that Edit Access only users will not be able to make changes in locked version. Budget Officer access users set this security by checking the box in this column. Checking this box and saving will lock Edit Access users out of the specified versions. This will allow Budget Operations to control who has access to change a version as they near budget submittal time.

Comments – Clicking in this box will activate a separate pop-up window. This is a text box that allows the user 255 characters to record an internal comment regarding this version.

Save – this button saves the requested changes to the database. After saving, all text should now be black, indicating no unsaved changes.

Reset – Un-does all changes that have not been saved.

## **2. Copy/Merge Version**

Concept - The Copy/Merge Version screen allows users to copy or merge versions. Versions are merged when decision packages already exist in the target decision package. When decision packages have a unique key id (package program, budget level, and decision package code) the decision packages are appended in the Merge To version. When the same decision package key id exists in the from and target version the system will either replace the decision package in the target version, or abort the process depending on the options the user has selected.

Access - The **Copy/Merge Version** screen can be accessed from the BDS Menu by choosing **Other Budget Management Options / Version Management / Copy/Merge Version** or by selecting **Tools / Version Management** from the BDS Menu Bar and clicking on the **Copy/Merge Version** tab.

**Budget Management Console - Version Management**

File Edit View Tools Reports Help

Add/Update Version Copy/Merge Version Delete Version Set Default DP Filters

Copy From: ☐ Copy locked decision package only

Budget Period: 2003-05 Versions with data: 00 - Agency Working Version Package Program: All Budget Level: All

Copy To:

Budget Period: 2003-05 Version: PM - Backup Copy of T3

☐ Replace existing data

Copy Reset

Agency: 105 5.0.23

## COPY FROM

**Budget Period** – This combo box contains a list of all available budget periods in CBS. The budget period selected here will determine the versions available in the next field.

**Copy locked decision packages only** – only decision packages in the copy from version that have been previously locked will be copied when this option is checked.

**Versions with data** – Combo box lists available versions as defined in **Add/Update Version** for the selected budget period only when the version has decision packages. Users select which version to copy by using this combo box. If the version is locked the title will include a note (Locked) behind it. If a user hovers their mouse on this field, a tool tip will display the full text of the box.

**Package Program** – Combo box lists available package programs based on agency defined programs in **Titles Management/ Program**, plus All. Default option is all decision packages regardless of package program. Allows user to limit decision packages copied based on package program.

**Budget Level** – Allows users to select all budget levels or a specific budget level for decision package to be copied. Default option is all decision packages regardless of budget level.

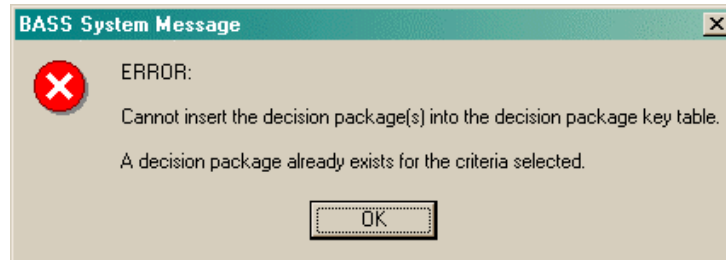
## COPY TO

**Budget Period** – Displays the budget period to available to Copy versions into. The display in this field defines which versions will be available in the next field.

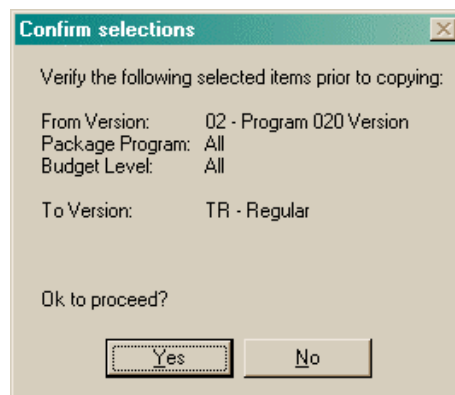
**Version** – Combo box lists available versions as defined in **Add/Update Version** for the selected budget period. If the version is locked the title will include a note (Locked) behind it. If a user hovers their mouse on this field, a tool tip will display the full text of the box. The version selected here will remain the default throughout the time the user remains on this screen to allow multiple copies to the same version without the need to reselect the version.

Replace existing data – If a decision package with a duplicate key ID (package program, budget level, decision package code) exists, this box must be checked in order to copy the version. In this instance the target (copy to) version's decision package will be replaced with the copied decision package.

When this option is not checked and a duplicate decision package exists, the copy/merge will abort and the user will receive an appropriate error message.



Copy – This button will initiate the copy process. A dialog box to confirm selections will appear prior to copying. A dialog box informing the user of successful completion listing the number of decision packages copied or an aborted attempt will appear after the process is completed.



Yes – Continues with the Copy

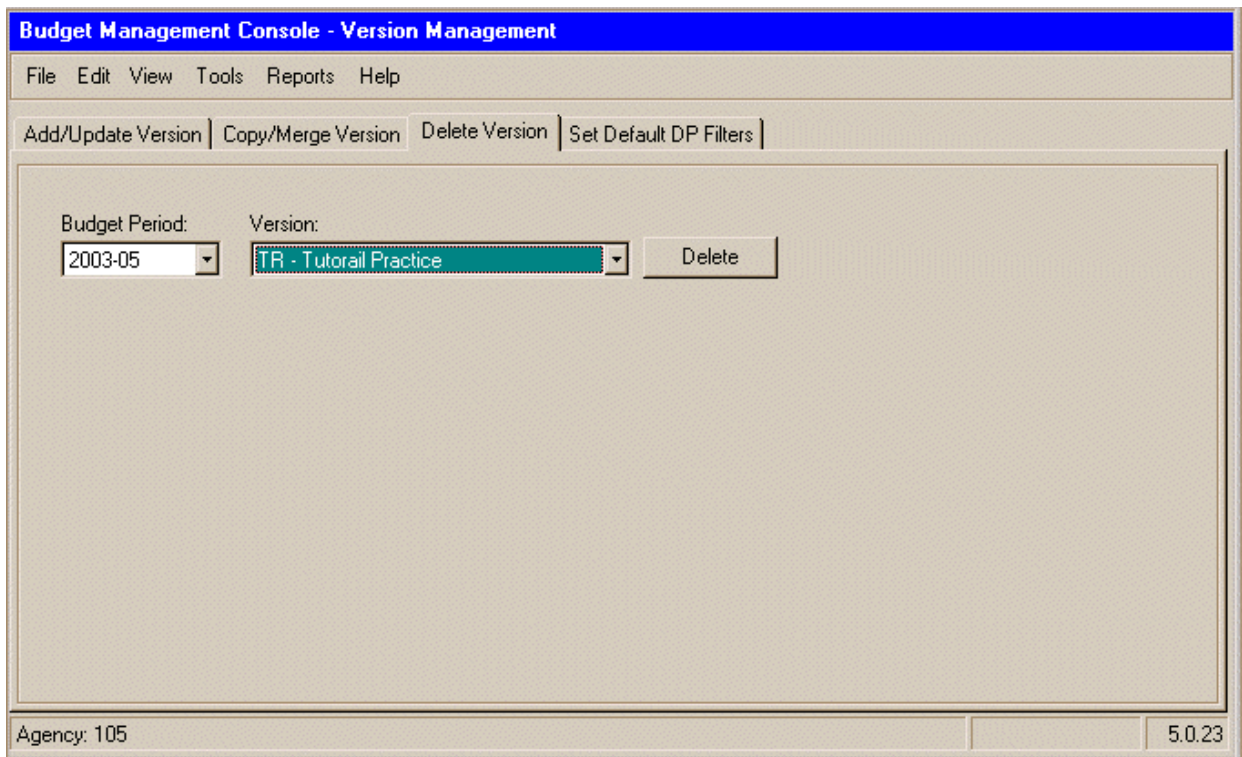
No – Cancels the Copy command returning the user to the **Copy/Merge Version** screen

Reset – This button will reset all parameters to the defaults.

### 3. Delete Version

Concept - The Delete Version screen allows users to delete versions.

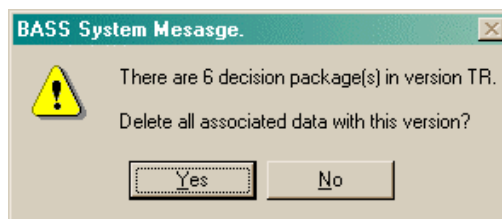
Access - The **Delete Version** screen can be accessed from the BDS Menu by choosing **Other Budget Management Options / Version Management / Delete Version** or by selecting **Tools / Version Management** from the BDS Menu Bar and clicking on the **Delete Version** tab.



**Budget Period** – This combo box contains a list of all available budget periods in CBS. The budget period selected here will determine the versions available in the next field.

**Version** – Combo box lists available versions as defined in **Add/Update Version** for the selected budget period. If the version is locked the title will include a note (Locked) behind it. If a user hovers their mouse on the selected option, a tool tip will display the full text of the box.

**Delete** – Clicking this box will activate the version delete process. One dialog box will appear for the user to confirm delete parameters and the number of decision packages prior to deleting. Users cannot undelete versions.



#### 4. Set Default DP Filter

**Concept** – The Default DP Filter is a place where budget staff can administratively define a default version for new users the first time into a system. This filter options may be changed by the new user after they enter the system. This would occur when the user sets their own filter through the **File / Set DP Filter** option or when they create a new decision package and check to open the package and set filter after save. The advantage of the Default DP Filter is that it lets budget operations staff help guide the appropriate version for a new user to access. It is required that this filter be set by the first person accessing the system for the agency.

This filter will define defaults for the **List Decision Packages by ID**, **Decision Package** Control, and **Add a Decision** Package screens.

If this filter is not set, all BDS Budget Operations users will be automatically taken to the **Add/Update Version** screen when entering BDS. Edit Access users will receive an error message indicating a Budget Operations users must establish a version and Default filter prior to the system being used.

Need message

Access - The **Set Default DP Filters** screen can be accessed from the BDS Menu by choosing **Other Budget Management Options / Version Management / Set Default DP Filters** or by selecting **Tools / Version Management** from the BDS Menu Bar and clicking on the **Set Default DP Filters** tab.

Budget Management Console - Version Management

File Edit View Tools Reports Help

Add/Update Version | Copy/Merge Version | Delete Version | Set Default DP Filters

Budget Period: 2003-05 Version: T3 - Agency Working Version Package Program: All Budget Level: All

☐ View locked decision packages only

Save Reset

Agency: 105 5.0.23

Budget Period – Combo box lists available budget periods. Available budget periods are those that have versions identified with them in the **Add/Update Version** tab. Selects the default biennium for new users.

Version – Combo box lists available versions as defined in **Add/Update Version** tab. Select the default version for new users. The version combo box will only contain the note "No Versions Available" when the selected budget period does not have any versions. If the version is locked the title will include a note (Locked) behind it. If a user hovers their mouse over the field, a tool tip will display the full text of the box.

Package Program – Combo box lists available package programs based on agency defined programs in **Titles Management/ Program**, plus All. Select sets the default for new users.

Budget Level – Combo box lists All, CB, CL, M1, M2, or PL.

View locked decision packages only – Clicking to check sets the default filter option to only show locked decision packages for new users.

Save – Will save default filter options for future users.

Reset - Sets filter options to previously saved defaults. Once changes are saved, reset will not reinstate the previous filter defaults.

## C. Titles Management

Concept - Titles Management refers to the coding titles common to AFRS. The BDS titles database is updated once per biennia in the spring of the budget building year. Contact the BASS Help Desk 360 725-5278 for questions regarding the last titles update. Users will be required to log off BASS and re-login for changes made in Titles Management to take effect.

Access - The Version Management tab set can be accessed from the BDS Menu by choosing **Other Budget Management Options / Titles Management** then selecting the appropriate screen or by selecting **Tools / Titles Management** from the BDS Menu Bar.

Menu Bar – The menu bar disables many options that are specific for decision packages. The **Reports** menu bar option has a listing of titles specific reports in place of the standard reports as listed under **Menu Bar Reports** below.

Reports	Help
Activity Inventory Titles	
Activity Titles	
Branch Titles	
Budget Unit Titles	
Cost Center Titles	
Division Titles	
Program Titles	
Phase Titles	
Project Titles	
Section Titles	
Sub Activity Titles	
Sub Program Titles	
Sub Project Titles	
Sub Sub Object Titles	
Task Titles	
Unit Titles	

Each report lists the placement in title type hierarchy, code, and title for each element. Detailed information on each title type follows.

### 1. Budget Activity Inventory

Concept - The Budget Activity Inventory titles are the only titles not related to any AFRS titles. The concept behind this option is to allow agencies a way to capture estimated expenditures in the same categories that the Agency Activity Inventory is completed. Agencies will need to add codes and titles as they feel appropriate. In some instances, it may not be possible to coordinate Agency Activity Inventory categories with other budget categories for this concept to be realistic within an

agency. Users will be required to log off BASS and re-login for changes made in Titles Management to take effect.

**Access** - The Budget Activity Inventory screen can be accessed from the BDS Menu by choosing **Other Budget Management Options / Titles Management / Budget Activity Inventory** or by selecting **Tools / Titles Management** from the BDS Menu Bar.

	Activity Inventory	Activity Inventory Title
1	0001	Offender Support
2	0002	Administration
3	0003	Custody
4		

**Title Type** – Budget Activity Inventory only has one title type, Activity Inventory.

**Activity Inventory (column)** – A blue cell(s) with a four-digit code in this column indicates Budget Activity Inventories that have been established for this agency.

A blank white cell is where a user can establish a new four-digit code for a Budget Activity Inventory. Type in the four-digit desired code and hit the **tab** key.

**Activity Inventory Title** – A title for the established Activity Inventory code. All titles may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code.

**Save** – Saves all new/edited information displayed in blue.

**Reset** – Deletes (or undoes) any unsaved changes. Unsaved changes are codes that were added but not saved, and titles which were added or edited and appear in blue font.

## 2. Program

**Concept** – The Titles Management Program tab is where agencies can define all components of the program structure of their chart of accounts. Commonly these are the elements that make up the Program Index. It is recommended that users coordinate with the person in their agency who is responsible for AFRS coding structure to ensure consistency. This screen will allow agencies to add or edit program, sub-program, activity, sub-activity, or task coding. These titles are initially loaded in the spring of the budget-building year (even year) from AFRS. Codes cannot be deleted from this



screen. Users will be required to log off BASS and re-login for changes made in Titles Management to take effect.

**Access** - The Budget Activity Inventory screen can be accessed from the BDS Menu by choosing **Other Budget Management Options / Titles Management / Program** or by selecting **Tools / Titles Management** from the BDS Menu Bar and selecting the **Program** tab.

**Title Type** – The number of options found in this combo box will depend on what level program structure is defined in the AFRS tables or updated in BDS. Users will always see one level below the lowest level previously defined. For instance, an agency that utilizes the full program structure will see the options of Program, Sub-Program, Activity, Sub-Activity, and Task. An agency that only has program structure defined at the program level will see options for program and sub-program. This allows the program-only agencies to add sub-program(s) if they wish to expand their coding structure. The user selects the program structure level at the level edits are required. The above example assumes agency 105 needs to make edits to the activity level coding of the program structure.

*Columns will vary depending on the title type selected. A breakout for each title type is available below.*

**Save** – Saves all new/edited information displayed in blue.

**Reset** – Deletes (or undoes) any unsaved changes. Unsaved changes are codes which were added but not saved, and titles which were added or edited and appear in blue font.

### Title Type - Program

The screenshot shows the 'Budget Management Console - Titles Management' window. It has a menu bar with 'File', 'Edit', 'View', 'Tools', 'Reports', and 'Help'. Below the menu bar is a tabbed interface with 'Budget Activity Inventory', 'Program', 'Organization', 'Project', 'Budget Unit', and 'Sub Sub Object'. The 'Program' tab is selected. Inside the 'Program' tab, there is a 'Title Type' dropdown menu set to 'Program'. Below this is a table with 9 rows and 4 columns. The first column contains numbers 1 through 9. The second column contains program codes: 100, 200, 300, 400, 600, 850, 900, TTT, and an empty box. The third and fourth columns contain program titles: 'Admin & Program Supp', 'Institutional Servie', 'Community Correction', 'Ci - Appropriated', 'Interagency Services', 'Nonbudget Funds', 'Capital Programs', 'Test', and an empty box. The first seven rows have blue backgrounds, indicating they are previously established programs. The last two rows have white backgrounds, indicating they are new entries. At the bottom right of the table area are 'Save' and 'Reset' buttons. At the bottom of the window, there is a status bar showing 'Agency: 310 Budget Period: 2001-03' and '5.0.23'.

	Program	Program Title 20	Program Title 40
1	100	Admin & Program Supp	Admin & Program Support
2	200	Institutional Servie	Institutional Services
3	300	Community Correction	Community Corrections
4	400	Ci - Appropriated	Ci - Appropriated
5	600	Interagency Services	Interagency Services
6	850	Nonbudget Funds	Nonbudget Funds
7	900	Capital Programs	Capital Programs
8	TTT	Test	Test
9			

**Program** – The blue cells indicate Programs that were previously established either through the AFRS download or through the Titles Management in BDS. Program codes are 3-digits and may be alpha-numeric. The last cell in the column is white indicating the user may add a new code here. Add the 3-digit code then hit the **tab** key. Codes may not be changed or deleted.



Program Title 20 - A program title for the code indicated in the first column of the corresponding row. The 20 simply indicates 20-characters available for this field. All titles may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code. Users must hit **Enter** in order to establish the new or changed title. Users should verify their changes are now displayed in blue font to ensure the application recognizes the changes made.

Program Title 40 - A program title for the code indicated in the first column of the corresponding row. The 40 simply indicates 40-characters available for this field. All titles may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code.

### Title Type – Sub-Program

	Program	Sub Program	Sub Program Title
51	900	9N00	Trcc Facility Contracts
52	900	9T00	Wcc Facility Contracts
53	900	9U00	Wccw Facility Contracts
54	900	9V00	Wsp Facility Contracts
55	900	9W00	Wsr Facility Contracts
56	900	9X00	Reimbursable Facility Contracts
57	900	9Y00	Ci Facility Contracts
58	900	9Z00	Sccc Facility Contracts
59			

Program – For established sub-programs, the program column represents the program the corresponding sub-program is identified with. When adding a sub-program, clicking on the program cell will invoke a drop-down selection box with all established programs for the agency. Users cannot add or edit programs when the title type selected above is not Program.

Sub-Program – For established sub-program, codes appear in blue cells. This is a four-digit code in BDS. In AFRS sub-program is typically two digits. Simply ignore the final 00 to convert to AFRS equivalent. To add a sub-program, type in a new four-digit code and hit the **tab** key. Users must use the program combo box to select an associated program prior to adding a new sub-program.

Sub-Program Title - A sub-program title for the code indicated in the first columns of the corresponding row. 40-characters are available for this field. All titles may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code.

### Title Type - Activity

**Budget Management Console - Titles Management**

File Edit View Tools Reports Help

Budget Activity Inventory Program Organization Project Budget Unit Sub Sub Object

Title Type  
Activity

	Program	Sub Program	Activity	Activity Title
5	200	0400	04	Wcncs-Learn & Serve
6	200	0400	05	Wcncs-Innovative Award
7	200	0400	06	Wcncs-Disability Award
8	200	0400	07	Wcncs-Education Award
9	200	0400	08	Wcncs-New Learn & Serve
10	200	0400	09	Wash. Reading Corp.
11	200	0400	10	Community Service Group
12	900	0100	11	steves test
13				

Save Reset

Agency: 105 Budget Period: 2001-03 5.0.18

**Program** – For established activities, the program column represents the program the corresponding sub-program and activity is identified with. When adding an activity, clicking on the program cell will invoke a drop-down selection box with all established programs for the agency. Users cannot add or edit programs when the title type selected above is not Program. When adding an activity, clicking on the program cell will invoke a drop-down selection box with all established programs for the agency

**Sub Program** - For established activities, the sub-program column represents the sub-program the corresponding activity is identified with. Users cannot add or edit sub programs when the title type selected above is not Sub Program. When adding an activity, clicking on the sub-program cell will invoke a drop-down selection box with all established sub-programs for the previously selected program for the agency.

**Activity** - For established activities, codes appear in blue cells. This is a two-digit cell in BDS. To add an activity, type in a new two-digit code and hit the **tab** key. Users must use the program and sub program combo boxes to select the associated program and sub-program prior to adding a new activity.

**Activity Title** – An activity title for the code indicated in the first columns of the corresponding row. 40-characters are available for this field. All titles may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code.

### Title Type - Sub Activity

**Budget Management Console - Titles Management**

File Edit View Tools Reports Help

Budget Activity Inventory Program Organization Project Budget Unit Sub Sub Object

Title Type  
Sub Activity

	Program	Sub Program	Activity	Sub Activity	Sub Activity Title
1	200	1000	01	10	Tower
2	200	1000	01	20	Housing Unit
3	200	1000	01	30	Visitor
4					

Save Reset

Agency: 310 Budget Period: 2001-03 5.0.23

**Program** – For established sub-activities, the program column represents the program the corresponding sub-program, activity, and sub-activity are identified with. When adding a sub-activity, clicking on the program cell will invoke a drop-down selection box with all established programs for the agency.

**Sub Program** - For established sub-activities, the sub-program column represents the sub-program the corresponding activities are identified with. Users cannot add or edit sub programs when the title type selected above is not Sub Program. When adding a sub-activity, clicking on the sub-program cell will invoke a drop-down selection box with all established sub-programs for the previously selected program for the agency.

**Activity** - For established sub-activities, the activity column represents the activity the corresponding sub-activities are identified with. Users cannot add or edit activities when the title type selected above is not Activity. When adding an sub-activity, clicking on the Activity cell will invoke a drop-down selection box with all established Activities for the previously selected program, sub-programs for the agency.

**Sub-Activity** - For established sub-activities, codes appear in blue cells. This is a two-digit cell in BDS. To add an activity, type in a new two-digit code and hit the **tab** key. Users must use the program, sub-program, and activity combo boxes to select the associated elements prior to adding a new sub-activity.

**Sub-Activity Title** – A sub-activity title for the code indicated in the first columns of the corresponding row. 40-characters are available for this field. All titles may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code. Users must hit **Enter** in order to establish the new or changed title.

### Title Type – Task

**Budget Management Console - Titles Management**

File Edit View Tools Reports Help

Budget Activity Inventory Program Organization Project Budget Unit Sub Sub Object

Title Type  
Task

	Program	Sub Program	Activity	Sub Activity	Task	Task Title
1	200	1000	01	10	01	Watch Em
2	200	1000	01	10	02	Restrain Em
3	200	1000	01	10	03	Train Em
4						

Save Reset

Agency: 310 Budget Period: 2001-03 5.0.23

**Program** – For established Tasks, the program column represents the program the corresponding sub-program, activity, sub-activity, and task is identified with. When adding a task, clicking on the program cell will invoke a drop-down selection box with all established programs for the agency.

**Sub Program** - For established tasks, the sub-program column represents the sub-program the corresponding task is identified with. Users cannot add or edit sub programs when the title type selected above is not Sub Program. When adding a task, clicking on the sub-program cell will invoke a drop-down selection box with all established sub-programs for the previously selected program for the agency.

**Activity** - For established tasks, the activity column represents the activity the corresponding tasks are identified with. Users cannot add or edit activities when the title type selected above is not Activity. When adding an task, clicking on the Activity cell will invoke a drop-down selection box with all established activities for the previously selected program, sub-programs for the agency.

**Sub-Activity** - For established tasks, the sub-activity column represents the sub-activity the corresponding tasks are identified with. Users cannot add or edit sub-activities when the title type selected above is not Sub-Activity. When adding a task, clicking on the Sub-Activity cell will invoke a drop-down selection box with all established activities for the previously selected program, sub-programs for the agency.

**Task** - For established tasks, codes appear in blue cells. This is a two-digit cell in BDS. To add a task, type in a new two-digit code and hit the **tab** key. Users must use the program, sub-program, activity, and sub-activity combo boxes to select the associated elements prior to adding a new task.

**Task Title** – A task title for the code indicated in the first columns of the corresponding row. 40-characters are available for this field. All titles may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code.

### 3. Organization

**Concept** – The Titles Management Organization tab is where agencies can define all components of the organization structure of their chart of accounts. Commonly these are the elements that make up the Org Index. It is recommended that users coordinate with the person in their agency who is responsible for AFRS coding structure to ensure consistency. This screen will allow agencies to add or edit division, branch, unit, section, unit, and cost center. These titles are initially loaded in the spring of the budget-building year (even year) from AFRS. Codes cannot be deleted from this screen. Users will be required to log off BASS and re-login for changes made in Titles Management to take effect.

**Access** - The Budget Activity Inventory screen can be accessed from the BDS Menu by choosing **Other Budget Management Options / Titles Management / Program** then selecting the or by selecting **Tools / Titles Management** from the BDS Menu Bar and selecting the **Organization** tab.

	Division	Division Title
1	10	Adm & Prog Support
2	20	Institutional Services
3	30	Community Corrections
4	40	Correctional Industries
5	60	Interagency Services
6		

**Title Type** – The number of options found in this combo box will depend on what level org structure is defined in the AFRS tables or updated in BDS. Users will always see one level below the lowest level previously defined. For instance, an agency that utilizes the full org structure will see the options division, branch, section, unit, and cost center. An agency that only has branch structure defined at the org level will see options for division, branch, and section. This allows the division only agencies to add branch(es) if they wish to expand their coding structure. The user selects the program structure level at the level edits are required.

*Columns will vary depending on the title type selected. A breakout for each title type is available below.*

**Save** – Saves all new/edited information displayed in blue.

**Reset** – Deletes (or undoes) any unsaved changes. Unsaved changes are codes which were added but not saved, and titles which were added or edited and appear in blue font.

**Title Type – Division**

**Budget Management Console - Titles Management**

File Edit View Tools Reports Help

Budget Activity Inventory | Program | Organization | Project | Budget Unit | Sub Sub Object |

Title Type  
 Division

	Division	Division Title
1	10	Adm & Prog Support
2	20	Institutional Services
3	30	Community Corrections
4	40	Correctional Industries
5	60	Interagency Services
6		

Save Reset

Agency: 310 Budget Period: 2001-03 5.0.23

Division – The blue cells indicate Divisions that were previously established either through the AFRS download or through the Titles Management in BDS. Division codes are 2-digits and may be alphanumeric. The last cell in the column is white indicating the user may add a new code here. Add the 2-digit code then hit the **tab** key. Codes may not be changed or deleted.

Division Title - A Division title for the code indicated in the first column of the corresponding row. The division title may be up to 40-characters. If having just added a code, a title will need to be entered prior to being able to save the added code.

### Title Type – Branch



**Budget Management Console - Titles Management**

File Edit View Tools Reports Help

Budget Activity Inventory | Program | Organization | Project | Budget Unit | Sub Sub Object |

Title Type

	Division	Branch	Branch Title
15	30	20	Wc Oco 300
16	30	30	SW Oco 300
17	30	40	NW Oco 300
18	30	50	SE Oco 300
19	40	01	Hq Ci
20	40	10	Headquarters
21	60	01	Hq Ip
22	60	10	Headquarters
23			

Save Reset

Agency: 310 Budget Period: 2001-03 5.0.23

**Division** – For established branches, the division column represents the division the corresponding branch is identified with. When adding a branch, clicking on the division cell will invoke a drop-down selection box with all established divisions for the agency. Users cannot add or edit divisions when the title type selected above is not Division.

**Branch** – For established branches, codes appear in blue cells. This is a two-digit cell in BDS. To add a branch, type in a new two-digit code and hit the **tab** key. Users must use the division combo box to select an associated division prior to adding a new branch.

**Branch Title** - A branch title for the code indicated in the first columns of the corresponding row. 40-characters are available for this field. All titles may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code.

### Title Type – Section

**Budget Management Console - Titles Management**

File Edit View Tools Reports Help

Budget Activity Inventory | Program | Organization | Project | Budget Unit | Sub Sub Object |

Title Type  
 Section

	Division	Branch	Section	Section Title
34	30	20	80	Wc Cc Field Offices
35	30	20	90	Wc Cc Field Offices
36	30	30	70	SW Cc Field Offices
37	30	30	80	SW Cc Field Offices
38	30	40	70	NW Cc Field Offices
39	30	50	70	SE Cc Field Offices
40	40	01	60	Hq Ci Hq
41	60	01	60	Hq Ip Hq
42				

Save Reset

Agency: 310 Budget Period: 2001-03 5.0.23

**Division** – For established section, the division column represents the division the corresponding branch and section is identified with. When adding a section, clicking on the division cell will invoke a drop-down selection box with all established divisions for the agency. Users cannot add or edit divisions when the title type selected above is not Division.

**Branch** - For established activities, the branch column represents the branch the corresponding section is identified with. Users cannot add or edit branches when the title type selected above is not Branch. When adding a section, clicking on the branch cell will invoke a drop-down selection box with all established branches for the previously selected division for the agency.

**Section** - For established activities, codes appear in blue cells. This is a two-digit cell in BDS. To add a section, type in a new two-digit code and hit the **tab** key. Users must use the division and branch combo boxes to select the associated division and branch prior to adding a new section.

**Section Title** – A section title for the code indicated in the first columns of the corresponding row. 40-characters are available for this field. All titles may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code.

### Title Type – Unit



**Budget Management Console - Titles Management**

File Edit View Tools Reports Help

Budget Activity Inventory | Program | Organization | Project | Budget Unit | Sub Sub Object |

Title Type  
Unit

	Division	Branch	Section	Unit	Unit Title
126	30	50	70	75	Toppenish
127	30	50	70	76	Sunnyside
128	30	50	70	77	Goldendale
129	30	50	70	78	Pasco
130	30	50	70	79	Kennewick
131	30	50	70	81	Walla Walla
132	40	01	60	10	Ci Headquarters
133	60	01	60	10	Interagency Payments
134					

Save Reset

Agency: 310 Budget Period: 2001-03 5.0.23

**Division** – For established sub-activities, the division column represents the division the corresponding sub-division, section, and unit is identified with. When adding a unit, clicking on the division cell will invoke a drop-down selection box with all established divisions for the agency.

**Branch** - For established sub-activities, the branch column represents the branch the corresponding activities are identified with. Users cannot add or edit branches when the title type selected above is not Branch. When adding a unit, clicking on the branch cell will invoke a drop-down selection box with all established branches for the previously selected division for the agency.

**Section** - For established sub-activities, the section column represents the section the corresponding sub-activities are identified with. Users cannot add or edit activities when the title type selected above is not Section. When adding a unit, clicking on the Section cell will invoke a drop-down selection box with all established Activities for the previously selected division, branches for the agency.

**Unit** - For established sub-activities, codes appear in blue cells. This is a two-digit cell in BDS. To add an section, type in a new two-digit code and hit the **tab** key. Users must use the division, branch, and section combo boxes to select the associated elements prior to adding a new unit.

**Unit Title** – A unit title for the code indicated in the first columns of the corresponding row. 40-characters are available for this field. All titles may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code.

### Title Type – Cost Center

**Budget Management Console - Titles Management**

File Edit View Tools Reports Help

Budget Activity Inventory | Program | Organization | Project | Budget Unit | Sub Sub Object |

Title Type

	Division	Branch	Section	Unit	Cost Center	Cost Center Title
1	10	01	60	01	01	Cost Center
2						

Save Reset

Agency: 310 Budget Period: 2001-03 5.0.23

Division – For established Cost center, the division column represents the division the corresponding branch, section, unit, and cost center is identified with. When adding a cost center, clicking on the division cell will invoke a drop-down selection box with all established divisions for the agency.

Branch - For established cost center, the branch column represents the branch the corresponding cost center is identified with. Users cannot add or edit branches when the title type selected above is not Branch. When adding a cost center, clicking on the branch cell will invoke a drop-down selection box with all established branches for the previously selected division for the agency.

Section - For established cost centers, the section column represents the section the corresponding cost centers are identified with. Users cannot add or edit activities when the title type selected above is not Section. When adding an cost center, clicking on the Section cell will invoke a drop-down selection box with all established activities for the previously selected division, branches for the agency.

Unit - For established cost centers, the unit column represents the unit the corresponding cost centers are identified with. Users cannot add or edit sub-activities when the title type selected above is not Unit. When adding a cost center, clicking on the Unit cell will invoke a drop-down selection box with all established activities for the previously selected division, branches for the agency.

Cost center - For established cost centers, codes appear in blue cells. This is a two-digit cell in BDS. To add a cost center, type in a new two-digit code and hit the **tab** key. Users must use the division, branch, section, and unit combo boxes to select the associated elements prior to adding a new cost center.

Cost center Title – A cost center title for the code indicated in the first columns of the corresponding row. 40-characters are available for this field. All titles may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code.

## 4. Project

**Concept** – The Titles Management Project tab is where agencies can define all components of the project, sub-project, and phase structure of their chart of accounts. It is recommended that users coordinate with the person in their agency who is responsible for AFRS coding structure to ensure consistency. This screen will allow agencies to add or edit the project, sub-project, and phase. These titles are initially loaded in the spring of the budget-building year (even year) from AFRS. Codes cannot be deleted from this screen. Users will be required to log off BASS and re-login for changes made in Titles Management to take effect.

**Access** - The Budget Activity Inventory screen can be accessed from the BDS Menu by choosing **Other Budget Management Options / Titles Management / Project** or by selecting **Tools / Titles Management** from the BDS Menu Bar and selecting the **Project** tab.

	Project Number	Project Title
94	3745	Ahtunum View Corrections Center
95	3810	Safety Training Dcc
96	4000	Corr Ind Appropriated
97	4700	Ci Appropriated
98	6000	Interagency Payables
99	9597	Capital Programs
100	9799	Ap Pgm Adm Prj Mgmt
101	9901	Cap Pgm Adm Prj Mgmt
102		

**Title Type** – The number of options found in this combo box will depend on what level the project structure is defined in the AFRS tables or updated in BDS. Users will always see one level below the lowest level previously defined. For instance, an agency that utilizes the full sub-project structure will see the options of Project, Sub-Project, and Phase. This allows the program only agencies to add phase(s) if they wish to expand their coding structure. The user selects the program structure level at the level edits are required.

*Columns will vary depending on the title type selected. A breakout for each title type is available below.*

**Save** – Saves all new/edited information displayed in blue.

**Reset** – Deletes (or undoes) any unsaved changes. Unsaved changes are codes that were added but not saved, and titles which were added or edited and appear in blue font.

### Title Type – Project

Project– The blue cells indicate Projects that were previously established either through the AFRS download or through the Titles Management in BDS. Division codes are 4-digits and may be alpha-numeric. The last cell in the column is white indicating the user may add a new code here. Add the 4-digit code here then hit the **tab** key. Codes may not be changed or deleted.

Project Title - A Project title for the code indicated in the first column of the corresponding row. The project title may be up to 40-characters. If having just added a code, a title will need to be entered prior to being able to save the added code.

## Title Type – Sub-Project

**Budget Management Console - Titles Management**

File Edit View Tools Reports Help

Budget Activity Inventory | Program | Organization | **Project** | Budget Unit | Sub Sub Object

Title Type  
Sub Project

	Project Number	Sub Project	Sub Project Title
1	5110	23	Closed 90-011L Micc Pease & Sons Inc
2	5160	23	Closed 89-221K Cbcc Son Construction
3			

Save Reset

Agency: 310 Budget Period: 2001-03 5.0.23

Project For established sub projects, the project number column represents the project the corresponding sub project is identified with. When adding a sub project, clicking on the project number cell will invoke a drop-down selection box with all established divisions for the agency. Users cannot add or edit projects when the title type selected above is not project number.

Sub Project – For established Sub Projects, codes appear in blue cells. This is a two-digit cell in BDS. To add a sub project, type in a new two-digit code and hit the **tab** key. Users must use the project number combo box to select an associated project prior to adding a new sub project.

Sub Project Title - A sub project title for the code indicated in the first columns of the corresponding row. 40-characters are available for this field. All titles may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code.

## Title Type –Phase

**Budget Management Console - Titles Management**

File Edit View Tools Reports Help

Budget Activity Inventory | Program | Organization | **Project** | Budget Unit | Sub Sub Object

Title Type

	Project Number	Sub Project	Project Phase	Project Phase Title
1	1000	68	28	February 28, 2001
2				

Save Reset

Agency: 105 Budget Period: 2001-03 5.0.18

Project– For established phase, the project column represents the project the corresponding sub-project and phase are identified with. When adding a phase, clicking on the project cell will invoke a drop-down selection box with all established projects for the agency. Users cannot add or edit projects when the title type selected above is not Project.

Sub-project - For established activities, the sub-project column represents the sub-project the corresponding phase is identified with. Users cannot add or edit sub-projects when the title type selected above is not Sub-project. When adding a phase, clicking on the sub-project cell will invoke a drop-down selection box with all established sub-projects for the previously selected project for the agency.

Phase - For established activities, codes appear in blue cells. This is a two-digit cell in BDS. To add a phase, type in a new two-digit code and hit the **tab** key. Users must use the project and sub-project combo boxes to select the associated project and sub-project prior to adding a new phase.

Phase Title – A phase title for the code indicated in the first columns of the corresponding row. 40-characters are available for this field. All titles may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code.

## 5. Budget Unit

Concept – The Titles Management Budget Unit tab is where agencies can define all components of the budget units for their chart of accounts. It is recommended that users coordinate with the person in their agency who is responsible for AFRS coding structure to ensure consistency. This screen will allow agencies to add or edit budget units. These titles are initially loaded in the spring of the budget-building year (even year) from AFRS. Codes cannot be deleted from this screen. Users will be required to log off BASS and re-login for changes made in Titles Management to take effect.

Access - The Budget Unit screen can be accessed from the BDS Menu by choosing **Other Budget Management Options / Titles Management / Program** or by selecting **Tools / Titles Management** from the BDS Menu Bar and selecting the **Budget Unit** tab.

**Budget Management Console - Titles Management**

File Edit View Tools Reports Help

Budget Activity Inventory | Program | Organization | Project | Budget Unit | Sub Sub Object

Title Type  
 Budget Unit

	Budget Unit	Budget Unit Title
31	F89	Cbcc
32	F90	Interagency Services
33	F91	Dayton Site
34	F92	Ahcc
35	F93	Cccc
36	F94	Sccc
37	F95	New 1,936 Facility
38	F99	All Other
39		

Save Reset

Agency: 310 Budget Period: 2001-03 5.0.23

Title Type – Budget Unit only has one title type, Budget Unit.

Budget Unit (column) – A blue cell(s) with a three-digit code in this column indicates Budget Units that have been established for this agency. Budget Unit codes may be alphanumeric. A blank white cell is where a user can establish a new three-digit code for a Budget Activity Inventory. Type in the three-digit desired code and hit the **tab** key. The new code will now show in a blue cell.

Budget Unit Title – A title for the established Budget Unit code. All titles may be 40 characters in length and may be edited at any time. If having just added a code, a title will need to be entered prior to being able to save the added code.

Save – Saves all new/edited information displayed in blue.

Reset – Deletes (or undoes) any unsaved changes. Unsaved changes are codes that were added but not saved, and titles which were added or edited and appear in blue font.

## 6. Sub Sub Object

Concept – The Titles Management Sub Sub Object tab is where agencies can define the unique sub-sub objects for their agency chart of accounts. Object and sub-object are defined from the statewide titles file. If making changes to sub-sub objects, it is recommended that users coordinate with the person in their agency who is responsible for AFRS coding structure to ensure consistency. This screen will allow agencies to add or edit sub-sub objects. These titles are initially loaded in the spring of the budget-building year (even year) from AFRS. Codes cannot be deleted from this screen. Users will be required to log off BASS and re-login for changes made in Titles Management to take effect.

Access - The Budget Unit screen can be accessed from the BDS Menu by choosing **Other Budget Management Options / Titles Management / Program** or by selecting **Tools / Titles Management** from the BDS Menu Bar and selecting the **Sub Sub Object** tab.



**Budget Management Console - Titles Management**

File Edit View Tools Reports Help

Budget Activity Inventory | Program | Organization | Project | Budget Unit | Sub Sub Object |

Title Type  
Sub Sub Object

	Object	Sub Object	Sub Sub Object	Sub Sub Object Title 20	Sub Sub Object Title 40
273	T	G	1000	Travel	Travel
274	T	J	1000	Intra-Agency Cap. Re	Intra-Agency Cap. Recov
275	T	N	1000	Intra-Agency Grant R	Intra-Agency Grant Reco
276	T	P	1000	Intra-Agency Debt Se	Intra-Agency Debt Serv
277	W	A	1000	Depreciation Expense	Depreciation Expense
278	W	B	1000	Amortization Expense	Amortization Expense
279	W	C	1000	Bad Debt Expense	Bad Debt Expense
280	W	D	1000	Change In Cap Policy	Change In Cap Policy
281	A	B	9999		

Save Reset

Agency: 310 Budget Period: 2001-03 5.0.23

Title Type – Sub Sub Object only has one title type, Sub Sub Object. Object and Sub Object are omitted since these are defined in the statewide titles file versus agency titles files.

Object – Blue cells in this column represent all of the objects that have a corresponding sub sub object for the agency. The final white cell will invoke a combo box of all statewide object when clicked. A corresponding object and sub object must be selected before a user can add a new sub sub object.

Sub Object – Blue cells in this column represent all of the sub objects that have a corresponding sub sub object for the agency. The final white cell will invoke a combo box of all statewide sub object when clicked. Corresponding object and sub object must be selected before a user can add a new sub sub object.

Sub Sub Object - A blue cell(s) with a four-digit code in this column indicates sub sub object that have been established for this agency. Sub sub object codes may be alphanumeric. A blank white cell is where a user can establish a new four-digit code for a Sub sub object. Type in the four-digit desired code and hit the **tab** key. The new code will now show in a blue cell.

Sub Sub Object 20 – A short title for the sub sub object. This field allows for 20 characters in the title name.

Sub Sub Object 40 – A longer title for the sub sub object. This field allows for 40 characters in the title name.

Save – Saves all new/edited information displayed in blue.

Reset – Deletes (or undoes) any unsaved changes. Unsaved changes are codes that were added but not saved, and titles which were added or edited and appear in blue font.

## D. Decision Package Management

Concept – The more technical term for ‘decision package’ in BDS is any record included within a version. The record is apparent to the user as a line item on the Recommendation Summary. Each decision package, or record, is given a unique code per version as indicated by the package program, budget level, and decision package code. The recommendation summary prints the decision package code and title for each line item under the appropriate budget level heading. The exception is Current Biennium Total, which displays the total of all current biennium decision packages. A decision package report is not required for all BDS decision packages. The Decision Package Management tab set is where users can perform administrative functions regarding versions. These including lock, delete, prioritize, rename, mark reusable, merge, and copy decision packages.

Access - The Decision Package Management tab set can be accessed from the BDS Menu by choosing **Other Budget Management Options /** and selecting the desired **Decision Package Management** screen or by selecting **Tools / Decision Package Management** from the BDS Menu Bar.

Menu Bar – The menu bar is consistent with the standard menu bar as defined in Section II - **BDS Menu Bar** of the system manual. An additional option of **Copy Decision Package** (VI.A.2) is available from the Decision Package Control Screen.

### 1. Decision Package Control

Concept – The Decision Package Control screen allows users to view a list of decision packages for any version. A variety of views and view options exist. Additionally administrative functions of deleting or locking decision packages can be performed on this screen.

Access – The Decision Package Control screen can be accessed from the BDS Menu by choosing **Other Budget Management Options / Decision Package Control** screen or by selecting **Tools / Decision Package Management** from the BDS Menu Bar.

Screen Notes – Clicking on a row once selects the row as indicated by the green highlighting. Double clicking the row will open the decision package to the appropriate screen as identified by the budget level. CB and CL packages will open to the Expenditure Detail tab set; M1, M2, and PL decision packages will open to the Package Narrative tab set. Alternatively, users can select a row, then select which tab set to open by using the **Edit** option on the **BDS Menu Bar**.

Users may copy a decision package from this screen by clicking on a row once. The selected row is indicated by the green highlighting, then selecting **File / Copy Decision Package**.

The default sort order of the screen is by package program, then by decision package. Double clicking on any column heading will sort the list by that element. Users can toggle between ascending or descending order by double clicking subsequent times. An advanced sort feature is discussed further below.

When scrolling to the right to view additional columns, the first two columns of this screen will remain “frozen” so that the user can see the line number, package program, and decision package for each row.



**Budget Management Console - Decision Package Management**

File Edit View Tools Reports Help

Decision Package Control | Prioritize Decision Packages | Agency Decision Package Identification | Merge Decision Packages

	Package Program	Decision Package	Title	Agency Priority	Program Priority	Status	Locked
1		CB-19	Current Biennium Base	4		Final	<input checked="" type="checkbox"/>
2		CB-AB	01/03 Carry Forward Level	0		Draft	<input type="checkbox"/>
3		CL-21	Biennialization of Field Office X	5		Final	<input checked="" type="checkbox"/>
4		CL-68	Remove one-time software funding	6		Final	<input checked="" type="checkbox"/>
5		M2-98	General Inflation Increases	3		Final	<input checked="" type="checkbox"/>
6		M2-KP	Seattle Office Lease Increase	1		Final	<input checked="" type="checkbox"/>
7		M2-RV	Revenue Estimate Adjustments	7		Final	<input checked="" type="checkbox"/>
8		PL-AZ	Expand training opportunities	2		Final	<input checked="" type="checkbox"/>

Save Reset Sort Set Filter to All

Agency: 105 Budget Period: 2003-05 Version: TR Package Program: Budget Level: ALL 5.0.23

**Package Program** – This column identifies the ‘package program’ associated to a decision package. Blank package program indicates the decision package was added as an agency level decision package. This column is in blue, indicating no edits can be made. Double clicking on the column heading will sort the list by this element. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading. *To change a package program see **Copy Decision Package** (VI.A.2).*

**Decision Package**- This column identifies the budget level and decision package code for entered decision packages. This column is in blue, indicating no edits can be made. Double clicking on the column heading will sort the list by this element. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading. *To change a decision package budget level or code see **Copy Decision Package** (VI.A.2).*

**Title** – This column identifies title for the entered decision package. This column is in blue, indicating no edits can be made. Double clicking on the column heading will sort the list by this element. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading. *To change a decision package title see **Agency Decision Package Identification** (III.D.3).*

**Agency Priority** – This column indicates the priority given a decision package for the agency (all decision packages). This column is in blue, indicating no edits can be made. Double clicking on the column heading will sort the list by this element. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading. *To change the agency priority for a decision package see **Prioritize Decision Package** (III.D.2).*

**Program Priority** - This column indicates the priority given for a decision package in relation to all decision packages entered with the same package program. You cannot prioritize by program when the package program is blank (blank indicates package program agency level). This column is in blue, indicating no edits can be made. Double clicking on the column heading will sort the list by this element. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading. *To change the program priority for a decision package see **Prioritize Decision Package** (III.D.2).*

**Status** – This field indicates the status of a decision package. All decision packages are created with a default status of draft. The status of a decision package will print on the OFM Decision Package report. Four statuses are available for agencies: draft, final, final placeholder, and a blank line. Users can click on the status cell for a decision package to invoke the combo box to select the desired status. Double clicking on the column heading will sort the list by this element. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading.

**Budget Management Console - Decision Package Management**

File Edit View Tools Reports Help

Decision Package Control | Prioritize Decision Packages | Agency Decision Package Identification | Merge Decision Packages |

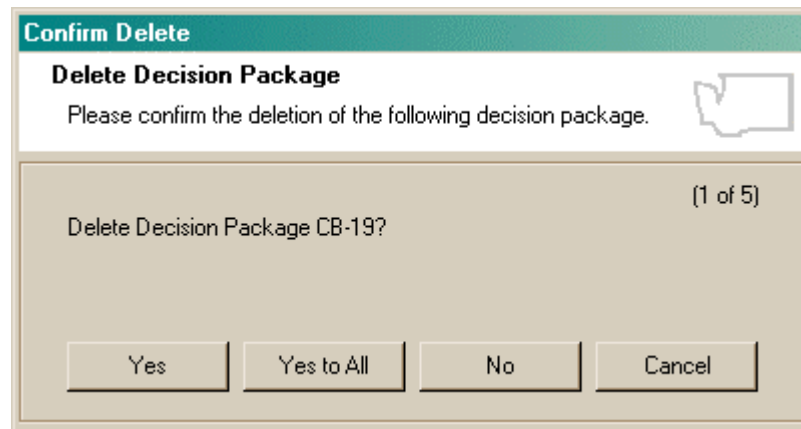
	Package Program	Decision Package	Agency Priority	Program Priority	Status	Locked	Delete
1		CB-19	4		Final	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2		CB-AB	0		Draft	<input type="checkbox"/>	<input type="checkbox"/>
3		CL-21	5		Final	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4		CL-68	6		Final	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5		M2-98	3		Final	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6		M2-KP	1		Final	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7		M2-RV	7		Final	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8		PL-AZ	2		Final	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Reset Sort Set Filter to All

Agency: 105 Budget Period: 2003-05 Version: TR Package Program: Budget Level: ALL 5.0.23

**Locked** – A red check in a gray box indicates the decision package is locked. A locked decision package cannot be edited or deleted by users who do not have Budget Operations access authority. The user clicks once on the gray box to invoke the red check. The decision package will be locked when the changes to this screen are saved. Double clicking on the column heading will sort the list by this element. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading.

**Delete** - A red check in a gray box indicates the decision package is marked to be deleted. The user clicks once on the gray box to invoke the red check. The decision package will be deleted when the changes to this screen are saved. The user will be prompted to confirm they wish to delete the decision package. The prompt will offer options to say Yes, Yes to All, No, or No To All upon save allowing the user to confirm all selected decision packages in one shot, or confirm them each individually. Double clicking on the column heading will sort the list by this element. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading.



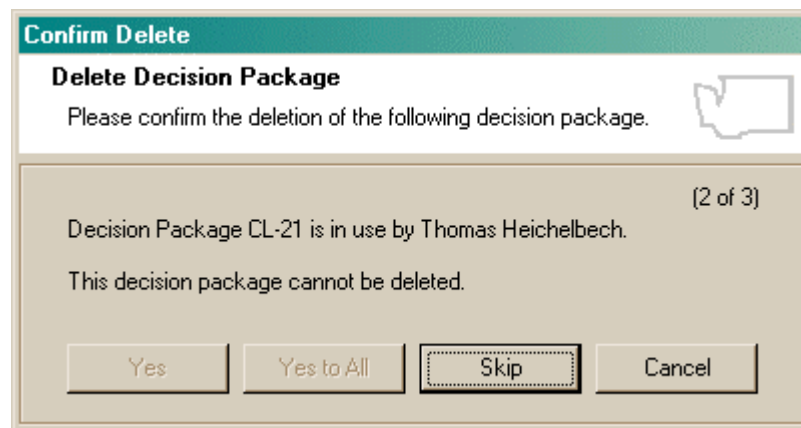
Yes – Will mark the indicated decision package for deletion.

Yes to All – Will mark all decision packages for deletion.

No – Will unmark deletion for the indicated decision package.

Cancel – Will cancel the deletion process. No decision packages will be deleted, even those where "yes" was chosen above.

Decision Packages that are flagged as open cannot be deleted. The users will get the following:

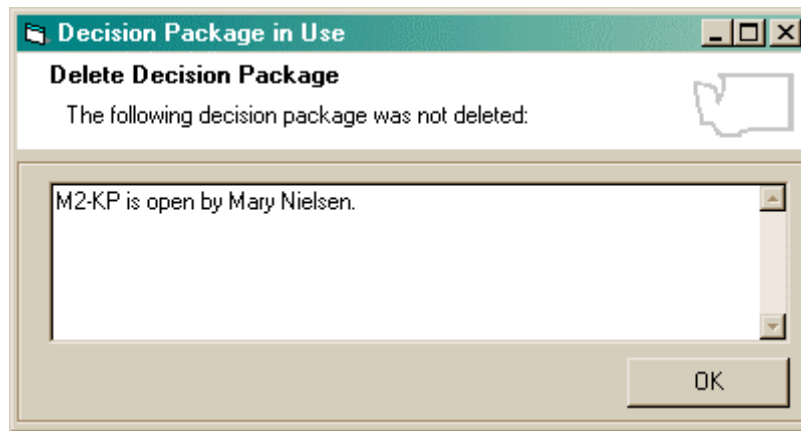


Yes – Will mark the indicated decision package for deletion.

Yes to All – Will mark all decision packages for deletion.

Skip – Indicates that the indicated decision package is flagged as in use. Select Skip to skip deleting this decision packages.

Cancel – Will cancel the deletion process. No decision packages will be deleted, even those where "yes" was chosen above.

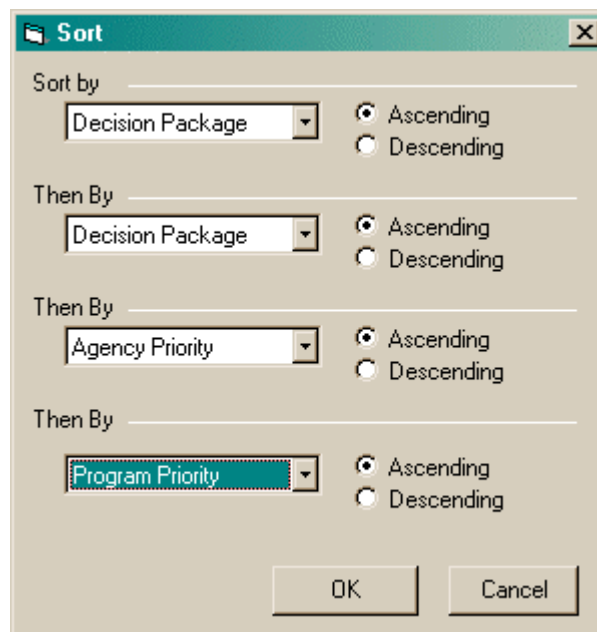


This dialog box gives information on any decision packages not deleted because these were flagged as in use. Click OK to continue. The flag is set when a user opens a decision package. The flag is cleared when a users exits the decision package using the BDS menu bar options. If a user closes their browser or goes to a new web page using Favorites or the browser Back button, the flag will not be cleared creating the appearance that the user is still in the decision package. The user indicated as having the decision package open will need to open the decision package and then select **File / Exit to BDS Menu** to clear the flag.

Save – Saves all new/edited information displayed in blue. Will activate locking or deleting decision packages as indicated by the user with red check marks in the appropriate column.

Reset – Undoes any changes that have not been saved.

Sort – Invokes the following dialog box:



Allows the user to establish sort options for the decision package control screen using up to four elements.

- Sort by will be the first sort level, then by each level selected below.

- Each combo box includes the option of sorting by none, package program, decision package, title, agency priority, program priority, status, and locked indicator.
- Radio buttons allow the user to select whether that element should be sorted in ascending or descending order.
- The OK button will invoke the selected sort.
- Cancel will close the sort dialog box returning to the Decision Package Control screen in the previous submitted order.

Set Filter to All – Clicking this button automatically sets the decision package filter to All Package Program and All Budget Levels regardless of locked indicator for the displayed version.

## 2. Prioritize Decision Packages

Concept – Prioritize Decision Package allows a user to prioritize the agencies projects for any particular version.

Access – The Prioritize Decision Package screen can be accessed from the BDS menu by selecting **Re-prioritize my agency's decision packages** or **Other budget management options/ Prioritize decision packages**, or by selected **Tools / Decision Package Management** and clicking on the **Prioritize Decision Packages** tab from the BDS menu bar.

Screen Notes – Users may right click on a decision package in the list to pop-up a menu to assist with reprioritizing. The menu commands are described below (button descriptions).

**Budget Management Console - Decision Package Management**

File Edit View Tools Reports Help

Decision Package Control | **Prioritize Decision Packages** | Agency Decision Package Identification | Merge Decision Packages

Package Program:  
 - Agency Level -

New Priority	Decision Package	Title	Current Priority	Locked Status	Package Program
1	CL-21	Biennialization of Field Office X	5	Locked	
2	M2-KP	Seattle Office Lease Increase	1	Locked	
3	M2-RV	Revenue Estimate Adjustments	7	Locked	

Move To ...  
 Top  
 Up  
 Down  
 Bottom

Save Reset

Agency: 105 Budget Period: 2003-05 Version: TR 5.0.23

Priority – This first column is outside of the blue list of decision packages. This defines what priority decision package will be assigned when the screen is saved.

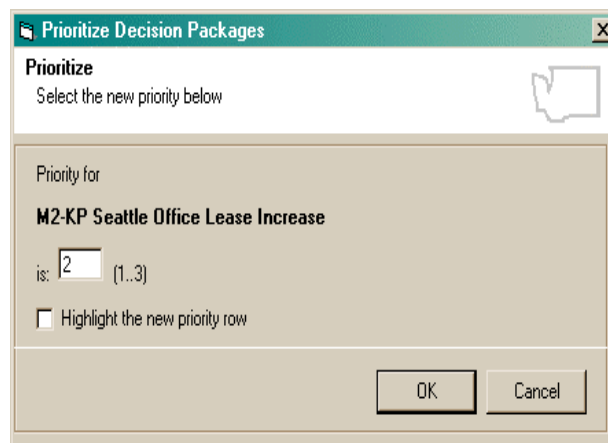
Decision Package ID- This column identifies the budget level and decision package code for entered decision packages. This column is in blue, indicating no edits can be made. Double clicking on the column heading will sort the list by this element. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading. *To change a decision package budget level or code see **Copy Decision Package** (VI.A.2).*

Title - This column identifies title for the entered decision package. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading. *To change a decision package title see **Agency Decision Package Identification** (III.D.3).*

Current Priority - This column indicates the priority given a decision package for the agency (all decision packages). Double clicking on the column heading will sort the list by this element. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading.

Package Program – This column identifies the ‘package program’ associated to a decision package. Blank package program indicates the decision package was added as an agency level decision package. Double clicking on the column heading will sort the list by this element. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading. *To change a package program see **Copy Decision Package** (VI.A.2).*

Move To – Opens a form where the user can select the new row.



Priority for – Displays the decision package id and title for the selected row.

Is: – Allows the user to select the new priority for the decision package. Only accepts numeric values. Valid values are between the first row of the grid and the last row of the grid. The available range is displayed to the right with the valid values; 1 through the last row.

Highlight the new priority row -

- Checked: Move the selected row to the new priority row.
- Unchecked: The current row remains selected.

OK – Sets the new priority and returns to the previous screen. If no priority is set, returns to the previous screen without processing.

Cancel – Return to the previous screen.

Top – Moves the current record to the first row.

Up – Moves the current record to the row above.

Down – Moves the current record to the row below.

Bottom – Moves the current record to the last row.

Save – Clicking save will save the decision packages with the priority as indicated by its alignment to the priority list on the right. The decision package current priority will be updated.

Reset – Undoes any changes that have not been saved.

### **3. Agency Decision Package Identification**

Concept – The Agency Decision Package Identification screen allows users to view all decision package codes and their respective titles. The list includes codes used in any version for the selected budget period. A code can only have one title regardless of the number of versions it exists in. If the title changes, it changes in all versions. Users can mark a decision package as reusable if the code is needed more than once in any one version.

Access – The Agency Decision Package Identification screen can be accessed from the BDS Menu by choosing **Other Budget Management Options / Agency Decision Package Identification** screen or by selecting **Tools / Decision Package Management** then selecting the **Agency Decision Package Identification** tab.

Screen Notes – The default sort order of the screen is by decision package code. Double clicking on any column heading will sort the list by that element. Users can toggle between ascending or descending order by double clicking subsequent times.

Since the decision package codes listed on this screen are not version specific, you will not be able to open the decision packages using tool bar option.

The **BDS Menu Bar / Menu Bar Reports** only has decision package listing, version listing reports available.

**Budget Management Console - Decision Package Management**

File Edit View Tools Reports Help

Decision Package Control | Prioritize Decision Packages | **Agency Decision Package Identification** | Merge Decision Packages

	Decision Package ID	Title	Long title	Reusable
13	1B	Welfare to Work	Welfare to Work	<input type="checkbox"/>
14	1C	Corp for National and Community Svc	Corp for National and Community Svc	<input type="checkbox"/>
15	1E	Client Assistance Program	Client Assistance Program	<input type="checkbox"/>
16	1F	Agency FTE Reduction/Efficiencies	Agency FTE Reduction/Efficiencies	<input type="checkbox"/>
17	1L	Revenue-Only Adjustment	Revenue-Only Adjustment	<input type="checkbox"/>
18	1N	Revenue-Only Decision Package	Revenue-Only Decision Package	<input type="checkbox"/>
19	21	Biennialization of Field Office X		<input type="checkbox"/>
20	98	General Inflation Increases	General Inflation Increases	<input checked="" type="checkbox"/>
21	AA	Current Biennium Extract	Current Biennium Extract	<input type="checkbox"/>
22	AC	asaSD		<input type="checkbox"/>
23	AD	ASDFASDFASDFASDF		<input type="checkbox"/>
24	AS	Workload Support		<input type="checkbox"/>

Save Reset

Agency: 105 Budget Period: 2003-05 5.0.23

**Decision Package ID** – This cell is in blue indicating edits are not possible. The list represents all decision package codes used for the budget period. Budget level and version are not identified since once a code has a title it retains that title across all budget levels and versions.

**Title** – Represents the short title, 35-characters, assigned in the **Add a Decision** Package screen or updated here. This is the title that will appear on OFM reports and be sent to OFM through the electronic submittal process. Double click on the appropriate cell to update the title.

**Long Title** - Represents the long title, 255-characters, assigned in the **Add a Decision** Package screen or updated here. This title may be more of an internal description. This title will only print on internal working reports and will not be submitted to OFM through the electronic submittal process. Click on the appropriate cell to invoke a separate text pop-up box to make changes to the long title.

**Decision Package Long Title**

**Decision Package Long Title**  
Enter the long title below

Decision Package ID: 01 Title: Carry Forward Level

OK Reset Cancel

**OK** – Applies the long title and returns the user to the **Agency Decision Package Identification** screen.

**Reset** – Undoes any changes that have not been saved.



Cancel – Closes the dialog box and returns the user to the **Agency Decision Package Identification** screen without saving changes.

Reusable – A red check in the box indicates that the decision package code is reusable within a version. Users can click on the box to invoke the check. When reusing a decision package code in a version, either the budget level or package program must be unique to that version. The budget level, version, and decision package code cannot all be identical or BDS would recognize this as a duplicate record.

Save – Saves all new/edited information displayed in blue. Will activate reusable option decision packages as indicated by the user with red check marks in the appropriate column.

Reset – Undoes any changes that have not been saved.

#### **4. Merge Decision Package**

Concept – The **Merge Decision Package** screen facilitates merging package program decision packages into agency level decision packages. This screen is intended for use by agencies where budget-building tasks are split amongst programs yet must come together as an agency level decision package for submittal. It is recommended that agencies consider building package program agency level decision packages and use affected programs to establish multiple program elements rather than assuming Merging Decision Packages is the best alternative.

The Merge Decision Package Function is very selective in how it is applied. You can only merge a program specific package program decision package into a package program agency level decision package when a decision package with the same budget level and decision package code exists in different version. All required decision package/version criteria must exist in existing decision packages/versions before you can merge. You can only merge a program into this agency level decision package once or the user will receive an error message and the operation will abort.

Access – The Agency Decision Package Identification screen can be accessed from the BDS Menu by choosing **Other Budget Management Options / Merge Decision Package** screen or by selecting **Tools / Decision Package Management** then selecting the **Merge** Decision Package tab. This tab is only available to users with Budget Operations security.

Screen Notes – Users will not be able to utilize the Edit functions of the tool bar.

The **BDS Menu Bar / Menu Bar Reports** only has decision package.

**Budget Management Console - Decision Package Management**

File Edit View Tools Reports Help

Decision Package Control | Prioritize Decision Packages | Agency Decision Package Identification | **Merge Decision Packages**

Make selections to merge Decision Package Narrative, Expenditures and Revenue.

**Merge From:**

Version	Package Program	Budget Level	Decision Package
AD - Package Program Practice - BASS	010 - Administration	M2	98

**Merge With:**

Version	Package Program	Budget Level	Decision Package
10 - June 1, 2002 Mgmt Review	Agency Level	M2	98

Merge

Agency: 105 Budget Period: 2003-05 5.0.23

#### MERGE FROM:

Version – This dropdown will provide a list of all versions that have one or more program specific package program decision package(s). If the version is locked the title will include a note (Locked) behind it. If a user hovers their mouse on this field, a tool tip will display the full text of the box.

Package Program – This dropdown will provide a list of all programs that have a package program decision package identified with the program in the selected version.

Budget Level – This dropdown will provide a list of budget levels available where there is a decision package matching the version and package program selected in the previous dropdown boxes.

Decision Package – This dropdown will provide a list of decision packages that meet the version, package program, and budget level criteria selected in the previous dropdown boxes.

#### MERGE WITH:

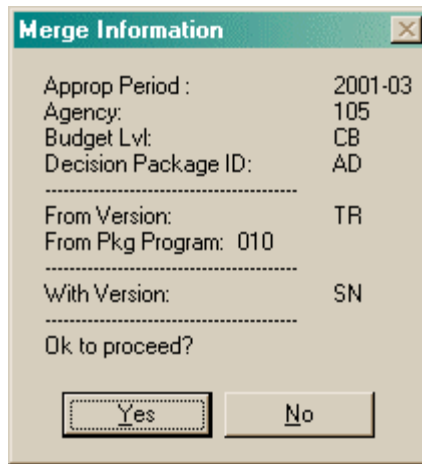
Version – This dropdown will list versions (other than the merge from version) in which an agency level decision package meeting the selected criteria exists. If the version is locked the title will include a note (Locked) behind it. If a user hovers their mouse on this field, a tool tip will display the full text of the box.

Package Program – This box is automatically filled with “Agency Level” since the merge to decision package is required to be at the agency level package program.

Budget Level – This box is automatically filled based on the budget level selected in the Merge From criteria.

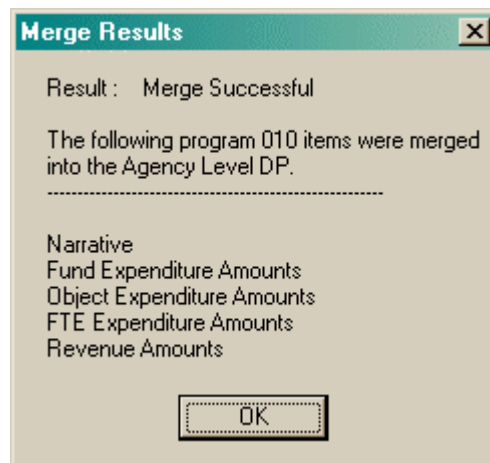
Decision Package – This box is automatically filled based on the budget level selected in the Merge From criteria.

Merge – This button invokes the merge function. The following dialog box will appear for the user to confirm selection:

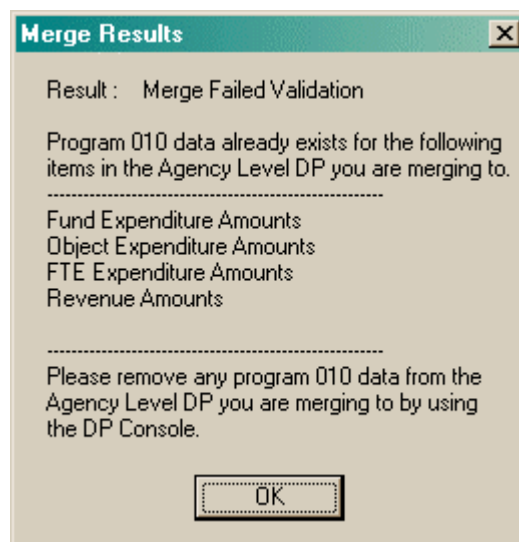


Yes/No – These buttons allow the user the opportunity to proceed with the merge by clicking Yes or canceling by clicking No.

Successful completion of the merge function will be confirmed by the following dialog box:



If the merge fails the following dialog box will appear giving further information:



## E. Working Capital

**Concept** – The Working Capital function is used to capture recommended ending fund balance for the B9-1 report. Agencies that administer a special revenue or restricted account of the General Fund must complete this form. The recommended ending biennium fund balance should be entered for each account that should have a working capital reserve.

**Access** - The Decision Package Management tab set can be accessed from the BDS Menu by choosing **Other Budget Management Options / Working Capital** or by selecting **Tools / Working Capital** from the BDS Menu Bar.

**Menu Bar** – The menu bar is limited in the edit and report selections. The only **Edit / Delete Worksheet Row** option is to delete worksheet row. The only **Menu Bar Reports** available are the OFM submittal reports. The only save option available is the **Save Current Tab** since there is only one tab in this function.

### 1. Working Capital

**Concept** – The **Working Capital** screen works similar to the **Expenditure Detail Amounts** worksheets. The only entries required are fund code (no appropriation type or revenue sources needed), current biennium, and ensuing biennium recommended balances. Users have the option of entering these amounts at the agency level or a program level.

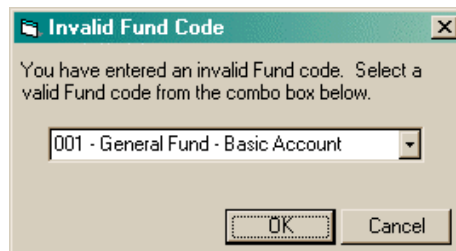
**Access** - The **Working Capital** function can be accessed from the BDS Menu by choosing **Other Budget Management Options / Working Capital** or by selecting **Tools / Working Capital** from the BDS Menu Bar.

**Screen Note** – Column widths can be adjusted by placing the mouse in between the heading cells of two columns. When the cursor changes to a line with double arrow <-->, click and drag to change the column with. This is similar to the drag column width function available in MS Excel.

Fund	Fund Title	CB Amount	EB Amount
206	Cost of Supervision Account	20,000	25,000
	<-- Enter Fund Here		

Program – Dropdown selection includes agency level and a listing of available agency programs. User selects the appropriate program level for completion of the working capital reserve recommendations.

Fund - A blue cell indicates funds that have been entered for estimate. New funds can be added in the white cell in the last row. Type in the 3-digit fund code and hit tab to enter a new fund. If an invalid fund is entered, the user will be presented with a fund selection dialog box. Users may right click on this field to invoke the fund selection box. Users can short cut to a fund by beginning to type the code. This will make the cursor move to that spot in the list.



Fund Title – Fund title is automatically filled in from the statewide titles file based on the fund code entered in the fund column.

CB Amount – White cell indicates this is where the user can enter or edit the Current Biennium recommended ending balance for the fund.

EB Amount - White cell indicates this is where the user can enter or edit the Current Biennium recommended ending balance for the fund.

## IV. Decision Package Console

Concept – The **Decision Package Console** is used to update previously created decision packages. Updates may be in the form of editing existing text or data or simply adding text or data to one of the four components of a decision package: package narrative, expenditure detail, revenue detail, or performance measure detail. Decision packages must be created in the **Add a Decision Package** screen prior to accessing the **Decision Package Console**.

Access – The **Decision Package Console** is accessed by opening a decision package. This may be through the **Decision Package Control** or **List Decision Packages** by ID by double clicking on the selected decision package or selecting **Edit** from the BDS menu bar, or directly from the **Add a Decision Package** when selecting to open a decision package after save on a maintenance or performance level decision package.

BDS Menu Bar – The other addition is the **Open Decision Package** dialog box available by selecting **File / Open Decision Package**. This option will open the selected decision package to the same screen that the **File / Open Decision Package** option was selected from.

Version– Contains a list of all the versions that the users agency currently has in the data base for their agency given the budget period set in their filter. The version combo box will only contain the note "No Versions Available" when the selected budget period does not have any versions or if the user is edit access and the only versions for the budget period have been locked. If the version is locked the title will include a note (Locked) behind it. If a user hovers their mouse on the selected field, a tool tip will display the full text of the box.

Package Program – Contains a list of all the decision package package programs in the database for the version specified in the Version Code combo box.

Budget Level – Contains a list of all the decision package budget levels in the database for the version and package program combo boxes.

Decision Package ID – Contains a list of all the decision package, decision package ids that are in the database for the version, package program and budget level in the previous combo boxes. If the decision package is locked an indicator of (Locked) will be displayed behind the title. If a user hovers their mouse on this field, a tool tip will display the full text of the box.

Manual Entry – Allows the user to type in the package program, budget level and decision package id rather than selecting from the combo boxes. Accepts up to 9 characters (100 CB-AA) including spaces. Opened decision package will be based upon the version displayed in the combo box. Pausing over the textbox will display a tooltip with some examples of valid entries.

OK – Closes the currently open decision package, and opens the decision package that corresponds to the data the user selected.

Cancel – Closes the **Open Decision Package** dialog box returning the user to the decision package they already had open.

## **A. Package Narrative**

Concept – The Package Narrative function is used to add narrative justification to required decision packages. All performance level and maintenance level decision packages not established by OFM require narrative justification. This function can be used to capture all justification when the decision package will be printed from BDS. Recommendation Summary Text is required as this information is electronically submitted to OFM for maintenance level and performance level decision packages

only. No rich-text formatting is available within the Package Narrative function, however a dictionary is available.

Access - The **Package Narrative** function is accessed by opening a decision package. This may be through the **Decision Package Control** or **List Decision Packages** by ID by double clicking on the selected decision package if a maintenance or performance Level decision package or selecting **Edit / Package Narrative** from the BDS menu bar. This function may also be opened directly from the **Add a Decision Package** when selecting to open a decision package after save on a maintenance or performance level decision package. Selecting **Edit / Package Narrative** will also bring the user to the package narrative screen If a decision package is opened to another function/screen.

## **1. Narrative Input**

Concept – The **Narrative Input** screen is where users may enter text justification for a decision package. This function can be used to capture all justification when the decision package will be printed from BDS. Recommendation Summary Text is required as this information is electronically submitted to OFM. No rich-text formatting is available within the Package Narrative function. Narrative input does contain a spell check option.

Multiple **Narrative Input** screens may be available dependent on the use of the **Affected Programs** tab as well as Package Program definition from the **Add a Decision Package** screen.

Screen Notes – This screen functions by clicking on a category heading on the left-hand side of the page to allow entry into the right-hand side text box. The text entered in the text box will be applied to the category heading selected on the left. If text already exists, clicking on the column heading will bring the text back into the text box for edit.

To apply the text-box text to the appropriate heading, the user may either click the **Apply** button or select another heading, or **BDS Menu Bar** option. Blue text under a category heading on the left hand side of the screen indicates changes that have not been saved.

More information regarding each heading follows. Optional and Required indicators reflect the **Verify data to be released to OFM** (aka Pre-Release Edits) process requirements for electronic release of BDS data to OFM. OFM Budget Instructions indicate that all headings are to be addressed in the paper submittal.

**Decision Package Console - Package Narrative - M2-KP Seattle Office Lease Increase**

File Edit View Tools Reports Help

Affected Programs Agency Level

**Package Title.**  
Seattle Office Lease Increase

**Package Description.**  
This decision package represents the additional funding needed for Seattle office lease increase field offices

**Recommendation summary text. (Used in OFM Budget Systems)**  
Funding required to keep up with the rising lease charges in King County.

**How this decision package contributes to the agency's strategic plan and its goals and strategies.**

**Reason for the change.**

Funding required to keep up with the rising lease charges in King County.

Spell Check Apply Reset

Agency: 105 Budget Period: 2003-05 Version: TR Package Program: Decision Package: M2-KP 5.0.23

*Categories are defined in the OFM Budget Instructions. Please refer to the instructions for content requirements.*

Package Title – This category is filled in based on the Decision Package title and is not updateable. Clicking on the category heading will have no effect.

*\* Optional and Required indicators reflect the **Verify data to be released to OFM** (aka Pre-Release Edits) process requirements. OFM requires that all categories are addressed for the paper budget submittal.*

Package Description – Used to capture a general description of the decision package. This description may include information that does not readily fit into any of the categories below.  
**Optional field**

Recommendation summary text. (Used in OFM Budget Systems) – Used to capture a brief description of the decision package to be used in the OFM Budget Systems (Winsum). This brief description is what the published description will be based on in the Governor's budget.  
**Required at the Agency Level except OSPI, DSHS, and DOT at the program level. (See Affected Programs and Add a Decision Package package program description for more information).**

How this decision package contributes to the agency's strategic plan and its goals and strategies – This category should be used to capture general narrative on the relationship to the agency's strategic plan. The **Performance Measure Detail** will print directly underneath this text on the printed decision package report. **Optional Field**

Reason for change – General decision package category. **Optional field**

Impact of the change on agency clients or services – General decision package category.  
**Optional field**

Other impacted programs – General decision package category. **Optional field**



Relationship, if any, to State's capital budget – General decision package category. **Optional field**

Revisions required to existing RCW, WAC, contract or state plan in order to implement change – General decision package category. **Optional field**

Discussion of alternatives explored by the agency, and explanation why recommended alternative was chosen. – General decision package category. **Optional field**

Budget impacts in future biennia– General decision package category. **Optional field**

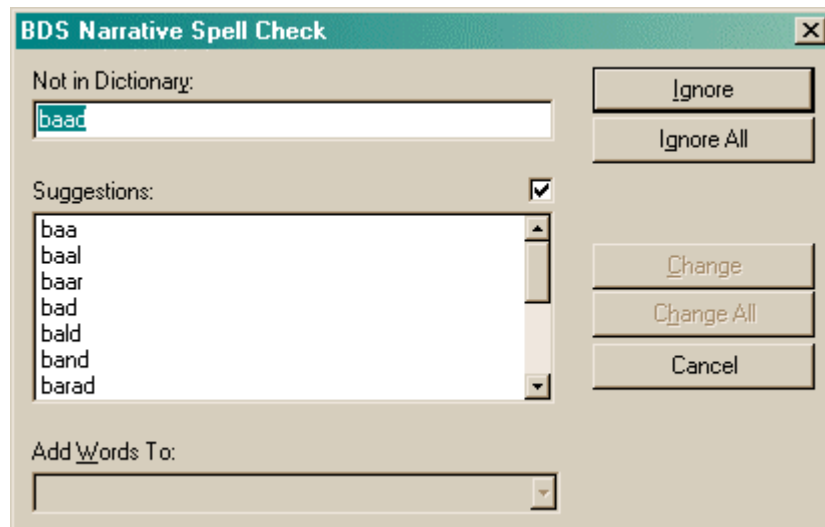
Distinction between one-time and ongoing costs – General decision package category. **Optional field**

Effects of non-funding – General decision package category. **Optional field**

Expenditure calculations and assumptions – This category should be used to capture general narrative on the assumptions used. The **Object of Expenditures Detail** will print directly underneath this text on the printed decision package report. **Optional Field**

White Text Box – A cursor will appear in the white text box after a category heading has been selected. If text already exists under the heading, this text will now appear in the white text box. Once a change has been made in this text box the spell check, apply, and reset buttons below will activate. The user may click **Apply** or choose another category heading, or BDS menu bar option to apply the white box text to the currently selected category. Unsaved changes will appear in blue font under the category heading.

Spell Check – Clicking the button invokes the spell check application in a separate dialog box for any text in the white text box. Users cannot spell check the decision package narrative, only the category available in the white text box. The spell check application does not allow for the user to add new words.

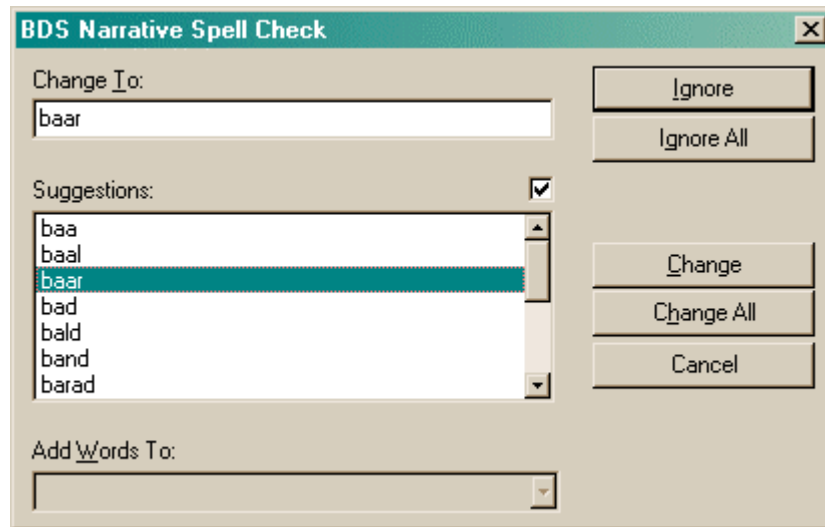


Not in Dictionary – Spell check did not recognize the indicated word

Ignore – Click to ignore selected occurrences of the unrecognized word

Ignore All – Click to ignore all occurrences of the unrecognized word

Suggestions – Click on one of the offered suggestions to allow spell check to update the unrecognized word. This will activate a second spell check screen. Users **MUST** click on a suggestion to continue in the spell check application.



Change To – User selection to update unrecognized word.

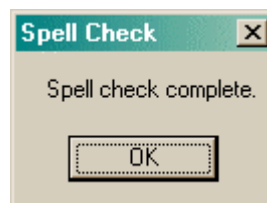
Suggestions (check box) –The spell check suggestions option is available when this box is checked.. Uncheck to turn off suggestions feature. *It is recommended that users leave the suggestion check box marked.*

Suggestions (text list) – User may select a different suggestion at any time prior to changing.

Change – Clicking invokes the selected Change for the first occurrence

Change All – Clicking invokes the selected Change for all occurrences of the unrecognized word.

Cancel – Cancels the spell check function.



Spell Check confirmation box – This box will appear when the spell check application is closing. Click OK to return to **Narrative Input**.

Apply – Clicking **Apply** will apply any text any the white text box to the selected category heading. Unsaved data will appear in blue under the category heading.

Reset – Clicking **Reset** will clear the white text box and restore the text for the category heading as it appears before changes were entered in the white text box. This does not reset the text for all categories.

## 2. Affected Programs

Concept – The **Affected Programs** gives the user the ability to enter decision package narrative that is specific to a program. Each program (including Agency Level) selected in the **Affected Programs** screen will result in a new **Narrative Input** screen (or tab). The **Affected Programs** screen is only available when the decision package was added using Package Program **Agency Level** in the **Add a Decision Package** screen. If a specific Package Program is identified, options on this screen are grayed out.

Screen Notes – Actions for the buttons are described below. In addition to using the buttons to move programs between the two lists, users can double click on a program and it will automatically switch lists. Users can also highlight a group of program using the <ctrl> key to select one at a time, or the <shift> key to select an in-line group. This feature is consistent with most Windows applications.

Decision Package Console - Package Narrative - PL-06 Agency Level Test

File Edit View Tools Reports Help

Affected Programs | Agency Level |

Additions or removals of Affected Programs in this window affect the narrative text only.

Programs (including Agency Level) can be added to or removed from the Affected Programs list.

Available Programs

- 010 - Administration
- 020 - Budget
- 050 - Statewide Accounting
- 060 - Statewide Policy
- 070 - Forecasting
- 080 - Management
- 090 - Lid
- 110 - Statewide Systems
- 200 - Training
- 333 - ddd
- 340 - SPW Sample Title
- 444 - Biennium Roll

Affected Programs

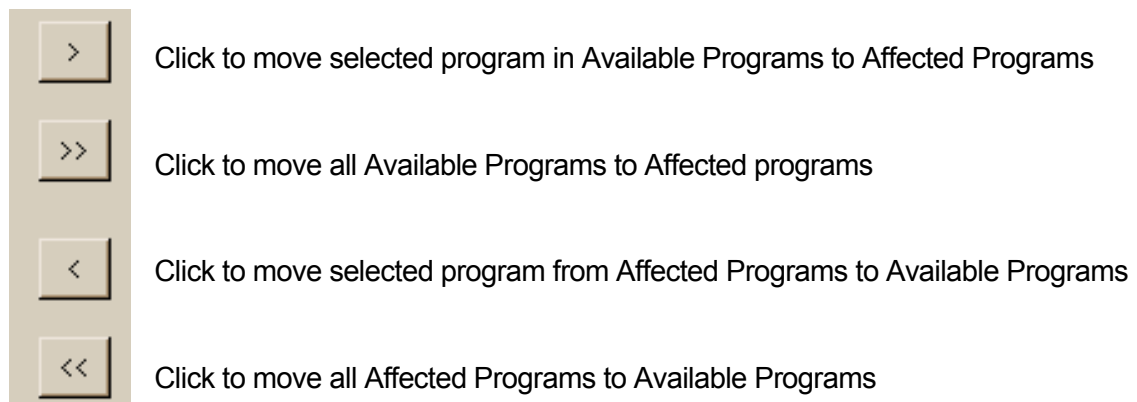
- Agency Level
- 030 - Information Services
- 040 - Acct and Admin Svcs

Save Cancel

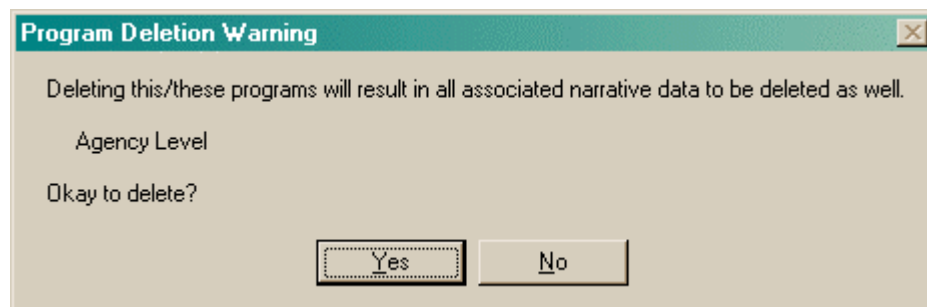
Agency: 105 Budget Period: 2001-03 Version: TR Package Program: Decision Package: PL-06 5.0.18

Available Programs – This list represents available programs as identified in the **Titles Management / Program** screen that are not selected as Affected Programs.

Affected Programs – This list represents programs that have been selected as being affected by the current decision package.



**Save** – Saves the Affected Programs as selected. Each Affected Program will now have its own tab for a separate **Narrative Input** screen. The following confirmation box will appear if the user has selected to remove a program from the Affected Programs list.



**Yes** – Will delete the existing tab and all related text from the **Package Narrative** screen set.

**No** – Will cancel the changes and return the user to the **Affected Programs** screen

**Cancel** – Deletes (or undoes) any unsaved changes.

## B. Expenditure Detail Amounts

**Concept** – The Expenditure Detail Amounts function is used to add expenditure estimates to decision packages. The expenditure estimates may be provided at any coding level that the agency chooses. It is recommended that these items be coded to at least the Program Level using the **Affected Program** tab. Some OFM required exercises require information at this level.

Each column set in the **Fund Detail**, **Object of Expenditures**, or **FTE Detail** screen represents two columns, first fiscal year and second fiscal year. Each set will have unique coding associated with it. The default for package program Agency Level is a column with no coding associated (assumed to be agency level). If the decision package was created with a program defined package program, the default will be a set of columns coded to just that program. Program level columns are also created using the **Affected Programs** tab. Users may further define the coding associated with a column set by using the **Edit / Add/Delete Worksheet** column feature to define any combination of coding down to task, cost center, project phase, and/or budget unit.

**BDS Menu Bar** – The BDS Menu bar is greatly expanded when in the **Fund Detail, Object of Expenditures, or FTE Detail** screen to provide increased functionality to agencies.

## File

Print Worksheet – This option sends a print out of the current screen directly to the user's default printer

## Edit

Delete Worksheet row - Deletes the worksheet row where the cursor has focus.

Add / Delete Worksheet Column – Invokes the dialog box for adding and deleting worksheet columns with user defined coding elements. This dialog box is where users can define coding for expenditure detail at levels lower than program.

Coding Elements	Agency Lvl	New Column
Agency Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Budget Activity Inventory		2222
Program		
Sub-Program		
Activity		
Sub-Activity		
Task		
Division		02
Branch		34
Section		
Unit		
Cost Center		
Project		
Sub-Project		
Phase		
Budget Unit		
Worksheets		
Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Object	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FTE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Screen Notes – Blue cells in this screen indicate a saved column. Users cannot edit any blue columns. If the coding for a column is incorrect, users will be required to add a correct column, then delete or ignore the original column.

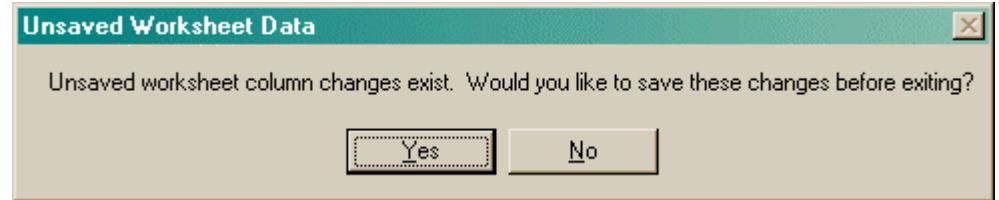
## Dialog Box Menu Bar Options

### File

Save Changes – Saves changes to dialog box. All cells will turn blue upon save indicating saved information that cannot be further edited

Cancel Changes – Undoes any changes that have not been saved

Exit - Closes the Add/Delete Worksheet Column dialog box when data is saved. Attempting to close the dialog box with unsaved changes will result in the following:

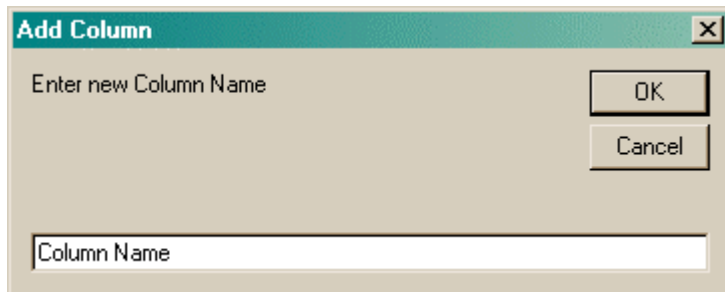


Yes – Saves changes and returns to the **Fund Detail, Object of Expenditures, or FTE Detail** screen where accessed.

No – Returns the user to the Add/Delete Worksheet column screen without saving changes. Users will not be able to exit the Add/Delete Worksheet Columns dialog box without saving changes. If changes were made in error, remove and add columns as necessary to establish original column structures, save changes, then exit.

#### Edit

Add New Column – Allows the user to define a new column for the Expenditure Detail screen(s). Selecting will invoke the following:

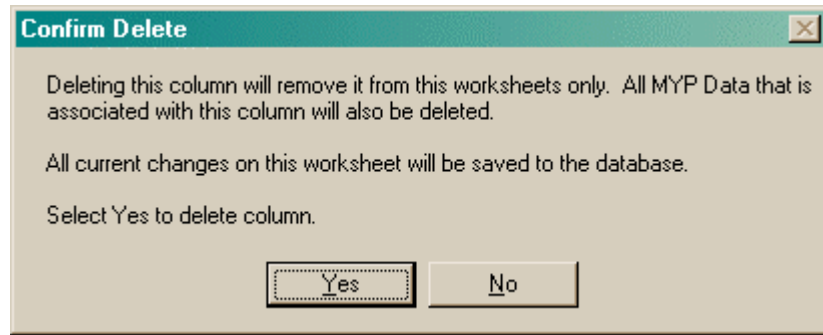


to first establish a column name.

OK – User clicks OK after entering a name to create column. Returns user to the Add/Delete Worksheet column dialog box with a new column represented by the established name.

Cancel – Returns the user to the Add/Delete Worksheet column dialog box without creating a new column.

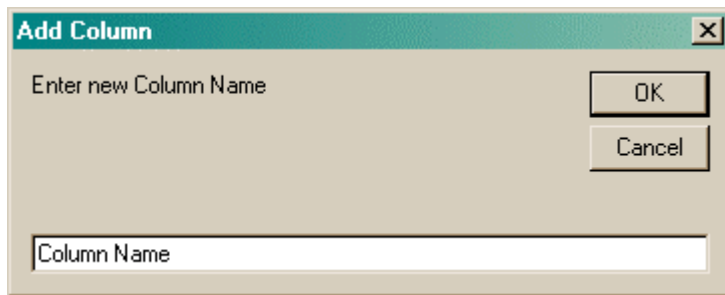
Delete Selected Column – Enables the user to delete a column structure from the Add/Delete Column Structures dialog box. Clicking a cell of the column to be deleted, then selecting the **File / Delete Selected Column** will invoke the following:



Yes - Will result in all corresponding columns being deleted from the **Fund Detail**, **Object of Expenditures**, and **FTE Detail** screen(s) when the Add/Delete Worksheet Columns dialog box is saved then exited.

No – Returns the user to the Add/Delete Worksheet Columns dialog box without deleting.

Duplicate Selected Column – Selecting this option allows a user to duplicate the column. The following dialog box will appear for the user to establish the new column name.

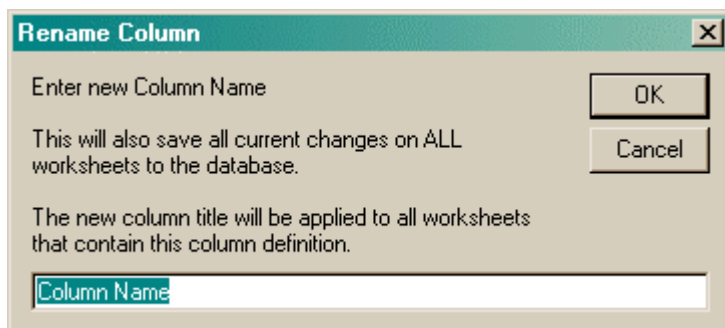


*Note: BDS will not allow users to add columns with a name that duplicates a previously defined column.*

OK – Duplicates the selected column and returns the user to the Add/Delete Worksheet Columns dialog box.

Cancel - Returns the user to the Add/Delete Worksheet column dialog box without creating a new column.

Rename Column – Allows the user to rename the current column by invoking the:



OK – Renames the selected column and returns the user to the Add/Delete Worksheet Columns dialog box.

Cancel - Returns the user to the Add/Delete Worksheet column dialog box without renaming column.

### **Add/Delete Worksheet Column Coding**

Agency Level – A check in a box of this row indicates the column has no coding elements defined. This is assumed to be agency level. If the column is editable (not blue) and the user wishes to define a coding structure, the check on the agency level row will disappear after another coding element has been chosen.

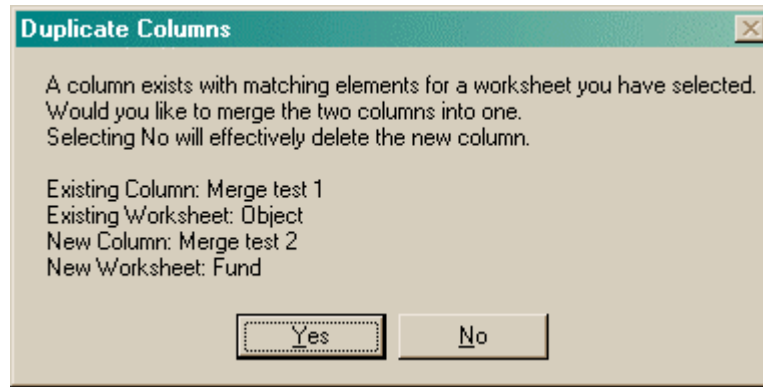
Coding Structure Rows – The rows used to define coding structure are presented in sequence as defined in **Titles Management** (see section III.C, page 20). Users must select the first coding element in each titles hierarchy (program, organization, and project) before proceeding to more detailed levels. Combo boxes for each element are defined in **Titles Management** (see section III.C, page 20). If updates are required, the user may update the titles in **Titles Management** (see section III.C, page 20), however the changes will not take effect in the Add/Delete Worksheet Columns dialog box until the user has logged off and re-logged into BDS.

Worksheets – Checkboxes for Fund, Object, and FTE allow the user to define which worksheets the column structure should be applied to. The user clicks on a checkbox to apply a column structure to that worksheet. When creating a new column, all three checkboxes will be checked by default.

**Special Note:** *To add an existing column structure to a new worksheet,*

1. *Duplicate the existing column structure (**Edit / Duplicate Existing Column**),*
2. *Assign a temporary name and click **OK***
3. *Click only to add the new worksheet and*
4. *Uncheck the checkboxes for the existing worksheets, then*
5. *Select **File/ Save Changes**. The following dialog box will appear:*



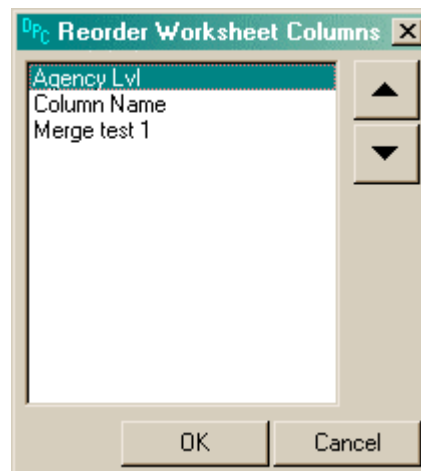


Yes – Result is the original column will be added to the new worksheet. Existing columns in the existing worksheets will not be affected and a new column will be added to the indicated worksheet with the temporary column name disappearing.

No – Returns the user to the Add/Delete Worksheet Columns screen. The Duplicated column will disappear without further action, effect.

**Default Column Structures** – Similar to the first tab, saving a column structure here will create a default for all newly created columns.

Re-Order Worksheet Columns- Invokes the following dialog box to enable to the user to re-order the presentation of the columns in the selected screen.



## View

Show/Hide FY SubTotals – Toggles the view on the current worksheet to show or hide a yellow sub-total line with a sub-total in each fiscal year. Sub-totals may be by fund or object/sub-object depending on the current screen.

Show/Hide Biennial SubTotals – Toggles the view on the current worksheet to show or hide a red sub-total line with a sub-total for the biennium in the 2<sup>nd</sup> year column. Sub-totals may be by fund or object/sub-object depending on the current screen.

Show/Hide FY1 Columns – Toggles the view on the current worksheet to show or hide the column(s) for the 1<sup>st</sup> fiscal year.

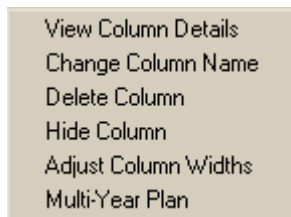
Show/Hide FY2 Columns – Toggles the view on the current worksheet to show or hide the column(s) for the 2<sup>nd</sup> fiscal year.

Show All Columns – Displays any previously hidden columns on the current worksheet.

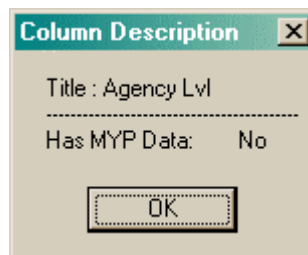
Freeze Key Columns – Freezes key columns (Fund AT code, Fund AT title, Total FY2002, Total FY2003) so that they are always visible (unless hidden) on the user's screen when scrolling to the right.

Balance Funds to Objects – Available from the **Fund Detail** or **Object of Expenditures** screens. Displays additional lines at the bottom of the screen, one with the total from the opposite screen, the second with the calculated difference. This is to assist the user in identifying if there are discrepancies between the two screens.

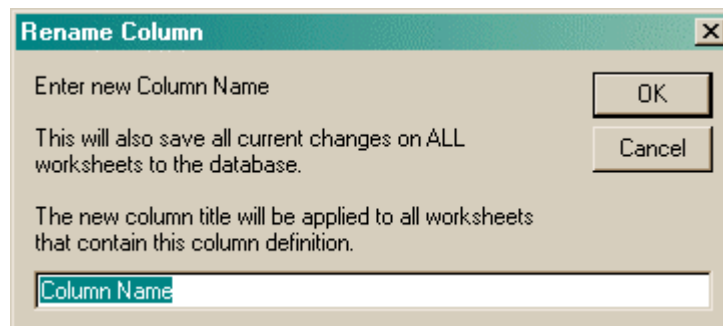
Screen Notes – Further options are available by “right-clicking” (place the cursor on the gray column heading and click the right mouse button) on a column heading of the **Fund Detail**, **Object of Expenditures**, or **FTE Detail** screen. These options increase functionality to agencies.



View Column Details – Provides a pop-up box displaying the coding detail associated with the selected column. *Not available on key columns.*



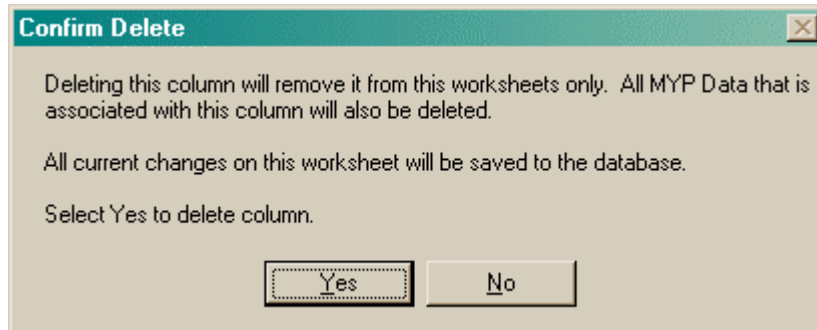
Change Column Name – Invokes a dialog box where the user can enter a new column name. This name will be applied to all worksheets with the original name and coding. *Not available on key columns.*



OK – Click to accept the new name

Cancel – Click to close dialog box without saving name change.

Delete Column – Deletes the column from the current worksheet only. More advanced Delete Column function is available from the Add/Delete Worksheet Columns dialog box. *Not available on key columns.*



Yes – Deletes the selected column from the current screen.

No – Returns to the screen without deleting column

Hide Column – Hides the selected column from the current view. Data is retained. Column can be viewed again by selecting **View / Show All Columns**.

Adjust Column Widths – This option will toggle the size of all columns on the open screen between 15 characters and 40 characters.

Column widths can also be adjusted by placing the mouse in between the heading cells of two columns. When the cursor changes to a line with double arrow <-||->, click and drag to change the column width. This is similar to the drag column width function available in MS Excel.

Multi-Year Plan (MYP) – This option will bring up a separate dialog box where users can enter additional fiscal years worth of data. The columns presented to the user will reflect the coding of the column that was right-clicked on with the original columns populating the first two columns of the dialog box. Users will not be able to add rows while in this function. Arrows at the top of the screen allow the users to scroll through other column structures of the existing expenditure worksheet to add data to those coding elements. The column title of the column will be displayed at the top of the screen. The original columns will be shaded in the background to help the user visualize what columns are represented. Users will be prompted to save when exiting the screen or scrolling to another column structure.

Fund AT Code	Fund AT Title	FY 2002	FY 2003
996-Z	Estimated All Other-Other	0	0
	<b>Total Fund 996</b>	<b>0</b>	<b>0</b>
	<b>Total</b>	<b>0</b>	<b>0</b>
	<b>Biennial Total</b>		<b>0</b>

## Menu Bar

### **File**

Save Changes – Saves changes to the MYP

Cancel Changes – Undoes any changes that have not been saved.

Exit – Closes the MYP worksheet returning the user to the Expenditure grids. If there are changes that have not been save the user will be prompted with:

**Apply MYP Changes**

Changes must be applied and saved to the database before the requested action can take place.

Selecting Yes will apply and save all changes and continue.  
 Selecting No will cancel all changes and continue.  
 Selecting Cancel will return to the previous screen.

Yes – Saves changes and returns the user to the Expenditure worksheets.

No – Returns the user to the Expenditure worksheets without saving changes.

Cancel – Returns the user to the MYP worksheet, no changes are saved.

### **Edit**

Add New Year – Adds one year to the end of the worksheet.

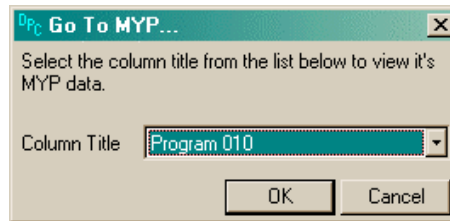
Delete Selected FY Amounts – Clears all amounts from the selected column entering zeros in place. Does not delete the column unless it is the last column in the worksheet. In this case, the next time the worksheet is accessed, this column will be gone.

## View

Next Parent Column – Changes the MYP grid to reflect the next set of columns in the Expenditure worksheets.

Previous Parent Column - Changes the MYP grid to reflect the previous set of columns in the Expenditure worksheets.

Go To Column – Brings up the following dialog box for the user to select a column set for the MYP worksheet.



Column Title – This dropdown box contains the column titles for all columns in the worksheet. Users can select a column title for entering MYP data.

OK – Selects the indicated column and loads the data into the MYP worksheet closing the Go To MYP dialog box.

Cancel – Returns the user to the MYP worksheet without loading a new column set.

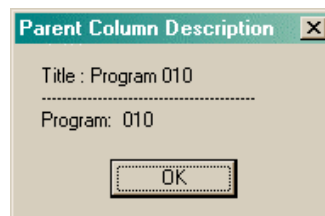
Show/Hide FY SubTotals – Toggles the view on the current worksheet to show or hide a yellow sub-total line with a sub-total in each fiscal year.

Show/Hide Biennial SubTotals – Toggles the view on the current worksheet to show or hide a red sub-total line with a sub-total for the biennium in the 2<sup>nd</sup> year column.

Show All Columns – Displays any previously hidden columns on the current worksheet.

Freeze Key Columns – Freezes key columns (Fund code, Fund AT title, Source Code, Source Title, Total FY2002, Total FY2003) so that they are always visible (unless hidden) on the user's screen when scrolling to the right.

View Parent Column Details – Displays a dialog box with the title and coding information of the selected column set displayed in MYP.

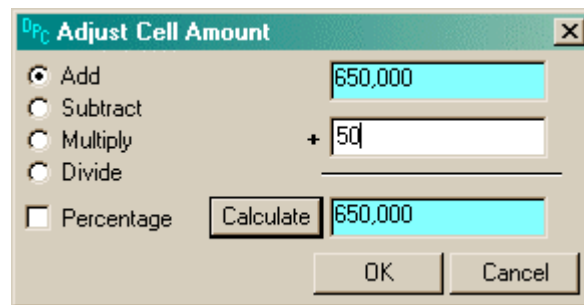


Right clicking on a column heading brings up the following options:

Delete Selected FY Amounts – Clears all amounts from the selected column entering zeros in place. Does not delete the column unless it is the last column in the worksheet. In this case, the next time the worksheet is accessed, this column will be gone.

Hide Column – Hides the selected column from the current view. Data is retained. Column can be viewed again by selecting **View / Show All Columns**.

Finally, a cell calculation function (Adjust Cell Amount) is available by right-clicking on any editable (white) cell amount. *This is not a calculator per se.*



Blue cells indicate change cannot

Function Selections – User selects the option button next to the desired function (add, subtract, multiply, or divide).

Percentage – User checks the box to indicate the “adjust number” amount is a percentage versus a whole number.

Base number (example is 650,000) – This is the value of the cell that the user right clicked on. The user is not able to change this amount in this dialog box as indicated by the blue background.

Adjust Number (example is 50) – The amount to adjust the base number by.

Calculate – Performs the requested calculation and displays the calculated number here. The calculated number has a blue background indicating that the number cannot be changed directly in this cell.

OK – Closes the Adjust Cell Amount dialog box and replaces base number with the calculated number on the grid.

Cancel – Closes the Adjust Cell dialog box but does not replace the base number. Retains the originally entered base number on the grid.

**Access** - The **Expenditure Detail Amounts** function is accessed by opening a decision package. This may be through the **Decision Package Control** or **List Decision Packages** by ID by double clicking on the selected decision package if a maintenance or performance Level decision package or selecting **Edit / Expenditure Detail Amounts** from the BDS menu bar. This function may also be opened directly from the **Add a Decision Package** when selecting to open a decision package after save on a current biennium or carryforward level decision package. Selecting **Edit / Expenditure Detail Amounts** will also bring the user to the Fund Detail screen If a decision package is opened to another function/screen.

## 1. Fund Detail

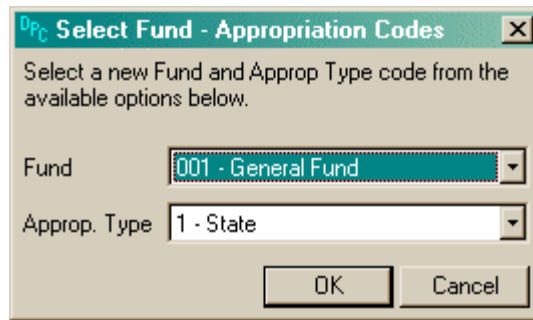
**Concept** – The Fund Detail screen is a worksheet like grid where the user can enter estimated expenditures by fund / appropriation type (Fund-AT) at any level of detail as determined by the column set. The grid is created with a default record of Fund-AT 996-Z. Users may record preliminary estimates using the default fund-AT, but this row will need to be zeroed prior to releasing data to OFM. An unlimited number of fund-AT lines are available. Sub-totals can be viewed at the fund level by selecting the View / Show/Hide FY Subtotals from the BDS menu bar.

**Screen Notes** – Screen notes available in **Expenditure Detail Amounts** (III.B) section.

Decision Package Console - Expenditure/Staffing Detail Amounts - M2-KP Seattle Office Lease Increase							
File Edit View Tools Reports Help							
Fund Detail   Objects of Expenditure Detail   FTE Detail   Affected Programs   Expenditure Notes							
Fund AT Code	Fund AT Title	Total FY2004	Total FY2005	Program 020 FY 2004	Program 020 FY 2005	Program 030 FY 2004	Program 030 FY 2005
001-1	General Fund - State	30,000	30,000	20,000	20,000	10,000	
001-2	General Fund - Federal	7,500	7,500	5,000	5,000	2,500	
	<b>Total Fund 001</b>	<b>37,500</b>	<b>37,500</b>	<b>25,000</b>	<b>25,000</b>	<b>12,500</b>	<b>1</b>
03K-6	Industrial Insurance - Non App	200	200	100	100	100	
	<b>Total Fund 03K</b>	<b>200</b>	<b>200</b>	<b>100</b>	<b>100</b>	<b>100</b>	
206-6	Cost of Supervision - Non App	125	125	75	75	50	
	<b>Total Fund 206</b>	<b>125</b>	<b>125</b>	<b>75</b>	<b>75</b>	<b>50</b>	
	<-- Enter Fund Here						
<b>Total</b>		<b>37,825</b>	<b>37,825</b>	<b>25,175</b>	<b>25,175</b>	<b>12,650</b>	<b>1</b>
	<b>Biennial Total</b>		<b>75,650</b>		<b>50,350</b>		<b>2</b>

**Fund AT Code** – User enters the four-digit fund/appropriation type combination (without the dash) and hits the tab key. A new line will be inserted with the Fund/AT Title listed. A list of one or more Fund AT codes will be displayed in fund AT code order.

**If an invalid fund is entered**, the following dialog box will appear:



Users may also invoke this dialog box by right clicking on the cell where the fund is entered.

Fund Selection – User uses the list box to display a list of funds available based on the Statewide Titles file to select the appropriate fund. Users can short cut to a fund by beginning to type the code. This will make the cursor move to that spot in the list.

*Note: Funds XXX, YYY, and ZZZ are also available for users to select when proposing a new fund that has not yet been assigned a number.*

Appropriation Type Selection - User uses the list box to display a list of appropriation types available based on the Statewide Titles file to select the appropriate type.

OK – Selects the fund/appropriation type and inserts in the grid.

Cancel – Returns the user to the grid without adding any funds.

Fund AT Title – A title will be displayed based on the Fund AT code provided by the user. The title is pulled from a list of the Statewide Titles maintained by OFM.

Total FY20XX/FY20XX Columns – Column set represents the total of all coded editable columns for the indicated fiscal years. They are assumed to be the agency level. The key (blue) columns are assumed to be the agency level even if an editable (white) column exists without any coding assigned,

All other columns – See column set definition above. (See page 14)

## 2. Object of Expenditures

Concept – The Object of Expenditures screen is a worksheet-like grid where the user can enter estimated expenditures by object, sub object, or sub-sub object. at any level of detail as determined by the column set. The grid is created with a default record of Object X. Users may record preliminary estimates using the default Object. Use of object is mandatory only for decision packages. This data is not included in the data submittal to OFM. Object will print on various reports that the agency may find of value including the **OFM Decision Package, Decision Package Detail by Budget Level**, and. An unlimited number of object lines are available. The user selects the level of object coding simply by the number of character entered. 1-character object, 2-character sub-object, 6-character sub-sub object. Objects and sub-objects are defined in the statewide titles table. The sub-sub object is defined in the agencies titles tables as retrieved from AFRS or updated in **Titles Management/Sub Sub Object**. Sub-totals can be viewed at the fund level by selecting the View / Show/Hide FY Subtotals from the BDS menu bar.



Screen Notes – Screen notes available in **Expenditure Detail Amounts** (III.B) section.

**Decision Package Console - Expenditure/Staffing Detail Amounts - M2-KP Seattle Office Lease Increase**

File Edit View Tools Reports Help

Fund Detail | Objects of Expenditure Detail | FTE Detail | Affected Programs | Expenditure Notes

Object Code	Object Title	Total FY2004	Total FY2005	Program 020 FY 2004	Program 020 FY 2005	Program 030 FY 2004	Program 030 FY 2005
ED	Rentals and Leases	15,000	20,000	5,000	10,000	10,000	10,000
	<b>Total Sub Object ED</b>	<b>15,000</b>	<b>20,000</b>	<b>5,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<b>Total Object E</b>	<b>15,000</b>	<b>20,000</b>	<b>5,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<-- Enter Objects Here						
<b>Total</b>		<b>15,000</b>	<b>20,000</b>	<b>5,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<b>Biennial Total</b>		<b>35,000</b>		<b>15,000</b>		<b>20,000</b>

Agency: 105 Budget Period: 2003-05 Version: TR Package Program: Decision Package: M2-KP 5.0.23

Object Code – User enters 1-character object, 2-character sub-object, 6-character sub-sub object and hits the tab key. A new line will be inserted with the object Title listed. A list of one or more object codes will be displayed in fund AT code order.

**If an invalid object (sub object or sub-sub object) is entered the following dialog box will appear:**

**Select Object Codes**

Select a new Object, Sub Object and SubSub Object code from the available options below.

Object: A - Sal&Wag

Sub Object: A - St Class

SubSub Obj: ABCD - thre e

OK Cancel

A user may also right click on the object entry cell to invoke this dialog box.

Object – User uses the drop-down box to display a list of objects available based on the Statewide Titles file.

Sub Object – User uses the drop-down box to display a list of sub-objects available based on the Statewide Titles file.

SubSub Obj - User uses the drop-down box to display a list of subsub-objects available based on the **Sub Sub Object** in **Titles Management**.

OK- Selects the object and inserts in the grid.

Cancel – Returns the user to the grid without adding any object.

Object Title – A title will be displayed based on the object code provided by the user. In the event of an object or sub-object entry, the title is pulled from a list of the Statewide Titles maintained by OFM. For a sub-sub object entry the title is pulled from the agency's defined **Sub Sub Object in Titles Management**.

Total FY20XX/FY20XX Columns – Column set represents the total of all coded editable columns for the indicated fiscal years. They are assumed to be the agency level. The key (blue) columns are assumed to be the agency level even if an editable (white) column exists without any coding assigned.

All other columns – See column set definition above. (See page 14)

### 3. FTE Detail

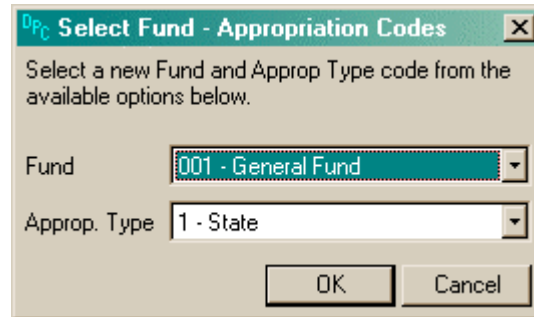
Concept – The FTE Detail screen is a worksheet-like grid where the user can enter estimated FTE by fund / appropriation type (Fund-AT) at any level of detail as determined by the column set. The grid is created with a default record of Fund-AT 996-Z. Users may record preliminary estimates using the default fund-AT to record at agency totals rather than by fund. An unlimited number of fund-AT lines are available. Sub-totals can be viewed at the fund level by selecting the View / Show/Hide FY Subtotals from the BDS menu bar.

Screen Notes – Screen notes available in **Expenditure Detail Amounts** (III.B) section.

Fund AT Code	Fund AT Title	Total FY2004	Total FY2005	Program 020 FY 2004	Program 020 FY 2005	Program 030 FY 2004	Program 040 FY 2004
001-1	General Fund - State	7.0	7.6	3.0	3.6	4.0	
	<b>Total Fund 001</b>	7.0	7.6	3.0	3.6	4.0	
	<-- Enter Fund Here						
<b>Total</b>		7.0	7.6	3.0	3.6	4.0	
	<b>Annual Average</b>		7.3		3.3		

Fund AT Code – User enters the four-digit fund/appropriation type combination (without the dash) and hits the tab key. A new line will be inserted with the Fund/AT Title listed. A list of one or more Fund AT codes will be displayed in fund AT code order.

If an invalid fund is entered the following dialog box will appear:



Users may also right click on the Fund/AT entry cell to invoke this dialog box.

Fund – User uses the list box to display a list of funds available based on the Statewide Titles file to select the appropriate fund. Users can short cut to a fund by beginning to type the code. This will make the cursor move to that spot in the list.

*Note: Funds XXX, YYY, and ZZZ are also available for users to select when proposing a new fund that has not yet been assigned a number.*

Approp. Type - User uses the list box to display a list of appropriation types available based on the Statewide Titles file to select the appropriate type.

OK- Selects the fund/appropriation type and inserts in the grid.

Cancel – Returns the user to the grid without adding any funds.

Fund AT Title – A title will be displayed based on the Fund AT code provided by the user. The title is pulled from a list of the Statewide Titles maintained by OFM.

Total FY20XXFY20XX Columns – Column set represents the total of all coded editable columns for the indicated fiscal years. They are assumed to be the agency level. The key (blue) columns are assumed to be the agency level even if an editable (white) column exists without any coding assigned.

All other columns – Input cells. The cells display to the nearest 10<sup>th</sup> (i.e., X.X). If the user inputs more than one digit past the whole integer, the grid will assume the last number entered is the desired 10<sup>th</sup>. (i.e., 2.3548 will result in 2.8 being recorded). See column set definition above. (See page 14)

#### 4. Affected Programs

Concept – The **Affected Programs** gives the user the ability to enter decision package expenditures that is specific to a program. Each program (including Agency Level) selected in the **Affected Programs** screen will result in new column sets on the Expenditure screens. The **Affected Programs** screen is only available when the decision package was added using Package Program **Agency Level** in the **Add a Decision Package** screen. If a specific Package Program is identified, options on this screen are grayed out. Additionally, if columns are added through the Add/Delete Worksheet Columns (page 14) feature, the **Affected Programs** will not be available.





Screen Notes – Actions for the buttons are described below. In addition to using the buttons to move programs between the two lists, users can double click on a program and it will automatically

switch lists. Users can also highlight a group of program using the <ctrl> key to selected one at a time, or the <shift> key to select an in-line group. This feature is consistent with most Windows applications.

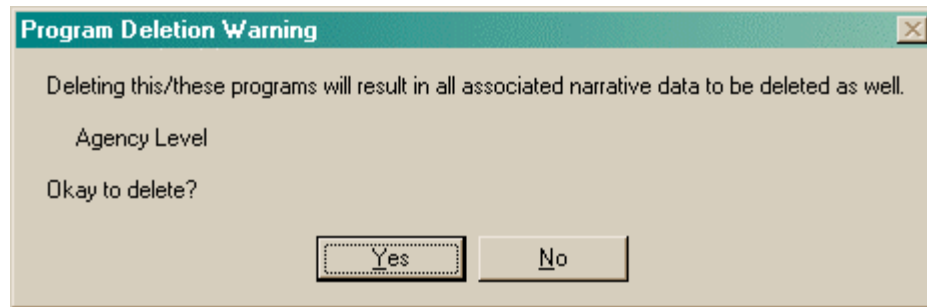
**1<sup>st</sup> Example** – Affected Program tab is available.

Available Programs – This list represents available programs as identified in the **Titles Management / Program** screen that are not selected as Affected Programs.

Affected Programs – This list represents programs that have been selected as being affected by the current decision package.

   	<p>Click to move selected program in Available Programs to Affected Programs</p> <p>Click to move all Available Programs to Affected programs</p> <p>Click to move selected program from Affected Programs to Available Programs</p> <p>Click to move all Affected Programs to Available Programs</p>
--	---

Save – Saves the Affected Programs as selected. Each Affected Program will now have its own tab for a separate **Narrative Input** screen. The following confirmation box will appear if the user has selected to remove a program from the Affected Programs list.

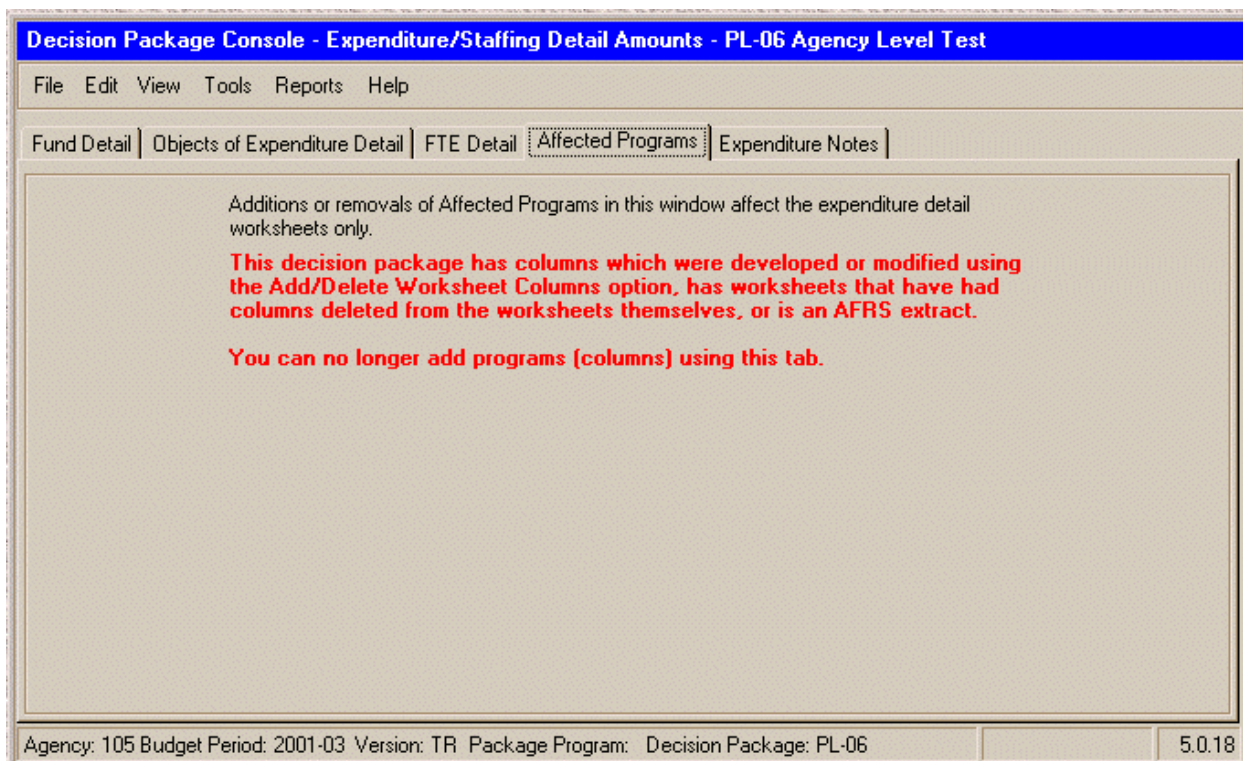


Yes – Will delete the existing tab and all related text from the **Package Narrative** screen set.

No – Will cancel the changes and return the user to the **Affected Programs** screen

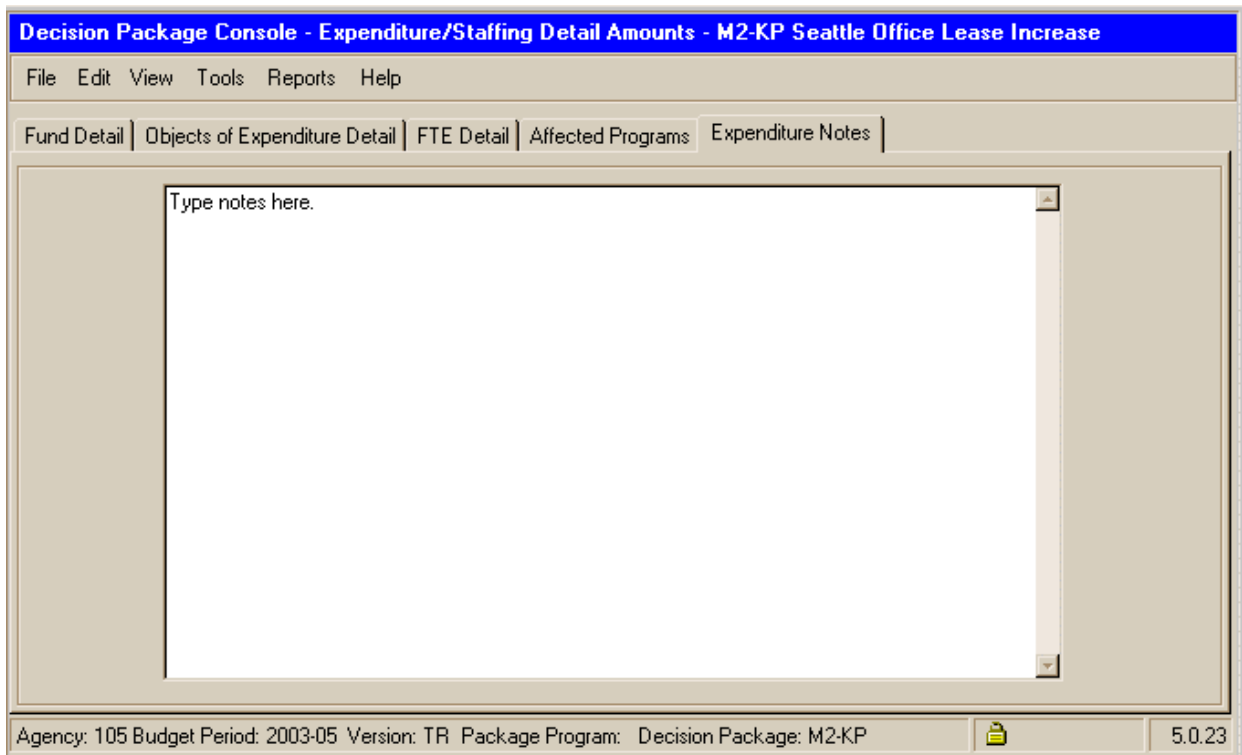
Cancel – Deletes (or undoes) any unsaved changes.

**2<sup>nd</sup> Example** – Affected Programs is not available because the decision package was built AFRS Extract/template or expenditure detail columns were defined using Add/Delete Worksheet Columns (page 14) feature.



## 5. Expenditure Notes

Concept – The **Expenditure Notes** section is for users to record internal notes. These notes will not print on any reports nor be transmitted to OFM. The notes will only be visible to those who open the decision package. The notes could be assumptions and how calculations were performed, or notes to internal agency BDS users regarding a decision package in general. Changes made to expenditures are saved by using the File / Save Current Tab function from the BDS menu bar.



### C. Revenue Detail Amounts

Concept – The **Revenue Detail Amounts** function is used to add revenue estimates to a decision package. The revenue entered will appear on the **OFM Decision Package** in the Revenue Detail section as well as appearing on the **OFM Revenue Estimates (B9)**. The amounts entered through the **Revenue Detail Amounts** function are assumed to be changes in revenue levels, not reflective of the total assumed revenue. The exception is current biennium reflects a base. Carryforward adjustments of revenue should be recorded in a maintenance level decision package because OFM Budget Division Systems do not recognize carryforward level.

BDS Menu Bar – The **Revenue Detail Amounts** function follows much of the standard BDS menu bar. Variations by screen are noted below.

Access - The **Revenue Detail Amounts** function is accessed by opening a decision package either by selecting **Edit / Revenue Detail Amounts** from the BDS menu bar while in another functional area of an open decision package or with the desired decision package selected in either the **List Decision Packages by ID** or **Decision Package Control** screen lists.

#### 1. Revenue Filter

Concept – Users must first define a filter for what type of funds will be available when they view the **Revenue Detail** screen. The filter will allow filtering by fund and/or fund source. The source is the four-digit major source-source combination. If a record matching the filter selection does not exist, users will be prompted to confirm addition of a matching record (row). Generic fund and/or source will be used when a specific fund or source is not identified.

Fund – Combo box includes a list of all funds available for revenue plus options for All funds or fund 996 (Estimated All Other)

Source – Combo box includes a list of all major source-source combinations available for revenue plus All and source 9999 (Estimated All Other)

Apply – User clicks the button to apply the Revenue filter selections and open the **Revenue** Detail screen. If no current rows exist that match the filter the following dialog box will appear:

Yes – creates a default record based on the filter criteria selected.

Example 1 – Filter selection is fund 001, source All – will create a default row of 001 General Fund, 9999 Estimated all other.

Example 2 – Filter selection is fund All, source 0499 – will create a default row of 996 Estimated all other, 0499 Other Revenue

Example 2 – Filter selection is fund 206, source 0269 – will create a default row of 206 Cost of Supervision, 0269 Business Opportunity

*Note: A default row of fund 996, source 9999 is created with every decision package.*

No – Returns to the record filter screen

## 2. Revenue Detail

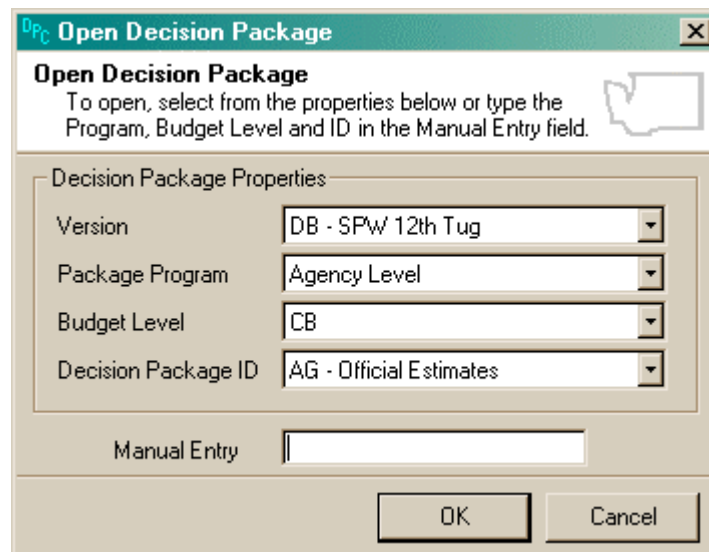
Concept – The Revenue Detail screen is a worksheet-like grid where the user can enter estimated Revenues by fund / source at agency or program level. The grid is created with a default record of Fund 996 and Source 9999. Other defaults may be added based on the filter criteria defined on the **Revenue** Filter as defined above. Users may record preliminary estimates using the default fund-source, but this row will need to be zeroed prior to releasing data to OFM. An unlimited number of fund-source lines are available. Sub-totals can be viewed at the fund level by selecting the View / Show/Hide FY Subtotals from the BDS menu bar.

BDS Menu Bar – The following options have been added to the **Revenue Detail** screen:

### File

Print Worksheet – This option sends a print out of the current screen directly to the users default printer

Open Decision Package – The other addition is the **Open Decision Package** dialog box available by selecting **File / Open Decision Package**. This option will open the selected decision package to the same screen that the **File / Open Decision Package** option was selected from.



Version– Contains a list of all the versions that the users agency currently has in the database for their agency given the budget period set in their filter. The version combo box will only contain the note "No Versions Available" when the selected budget period does not have any versions or if the user is edit access and the only versions for the budget period have been locked. If the version is locked the title will include a note (Locked) behind it. If a user hovers their mouse on the selected field, a tool tip will display the full text of the box.

Package Program – Contains a list of all the decision package package programs in the database for the version specified in the Version Code combo box.

Budget Level – Contains a list of all the decision package budget levels in the database for the version and package program combo boxes.



Decision Package ID – Contains a list of all the decision package, decision package ids that are in the database for the version, package program and budget level in the previous combo boxes. If the decision package is locked an indicator of (Locked) will be displayed behind the title. If a user hovers their mouse on this field, a tool tip will display the full text of the box.

Manual Entry – Allows the user to type in the package program, budget level and decision package id rather than selecting from the combo boxes. Accepts up to 9 characters (100 CB-AA) including spaces. Opened decision package will be based upon the version displayed in the combo box. Pausing over the textbox will display a tooltip with some examples of valid entries.

OK – Closes the currently open decision package, and opens the decision package that corresponds to the data the user selected.

Cancel – Closes the **Open Decision Package** dialog box returning the user to the decision package they already had open.

## Edit

Delete Worksheet row - Deletes the worksheet row where the cursor has focus.

## View

Show/Hide FY SubTotals – Toggles the view on the current worksheet to show or hide a yellow sub-total line with a sub-total in each fiscal year.

Show/Hide Biennial SubTotals – Toggles the view on the current worksheet to show or hide a red sub-total line with a sub-total for the biennium in the 2<sup>nd</sup> year column.

Show/Hide FY1 Columns – Toggles the view on the current worksheet to show or hide the column(s) for the 1<sup>st</sup> fiscal year.

Show/Hide FY2 Columns – Toggles the view on the current worksheet to show or hide the column(s) for the 2<sup>nd</sup> fiscal year.

Show All Columns – Displays any previously hidden columns on the current worksheet.

Freeze Key Columns – Freezes key columns (Fund code, Fund AT title, Source Code, Source Title, Total FY20XX, Total FY20XX) so that they are always visible (unless hidden) on the user's screen when scrolling to the right.

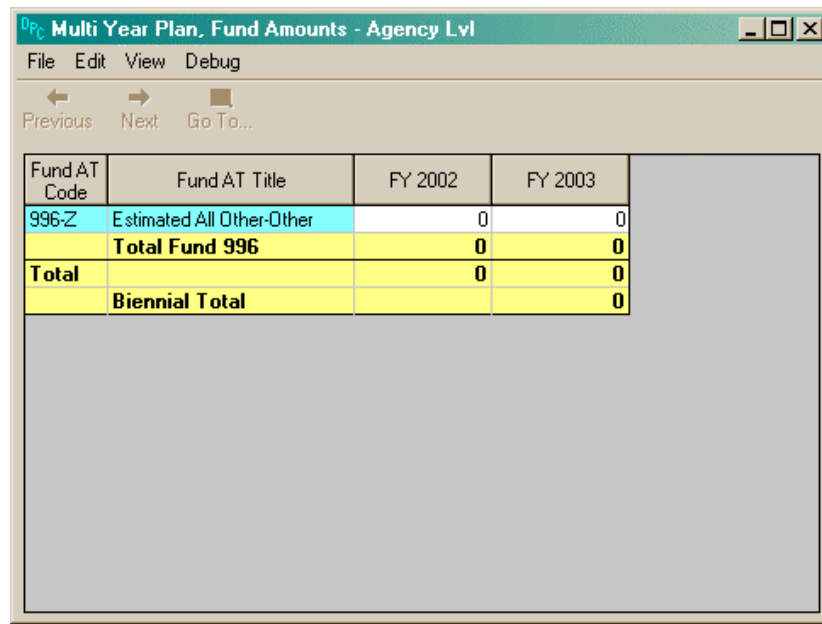
Screen Notes – Further options are available by “right-clicking” (place the cursor on the gray column heading and click the right mouse button) on a column heading on the **Revenue Detail** screen to increase functionality for the agencies.

Hide Column – Hides the selected column from the current view. Data is retained. Column can be viewed again by selecting **File / View / Show All Columns**.

Adjust Column Widths – This option will toggle the size of all columns on the open screen between 15 characters and 40 characters.

Column widths can also be adjusted by placing the mouse in between the heading cells of two columns. When the cursor changes to a line with double arrow <-||->, click and drag to change the column with. This is similar to the drag column width function available in MS Excel.

Multi-Year Plan (MYP) – This option will bring up a separate dialog box where users can enter additional fiscal years worth of data. The columns presented to the user will reflect the coding of the column that was right-clicked on with the original columns populating the first two columns of the dialog box. Users will not be able to add rows while in this function. Arrows at the top of the screen allow the users to scroll through other column structures of the existing expenditure worksheet to add data to those coding elements. The column title of the column will be displayed at the top of the screen. The original columns will be shaded in the background to help the user visualize what columns are represented. Users will be prompted to save when exiting the screen or scrolling to another column structure.



Fund AT Code	Fund AT Title	FY 2002	FY 2003
996-Z	Estimated All Other-Other	0	0
	<b>Total Fund 996</b>	<b>0</b>	<b>0</b>
	<b>Total</b>	<b>0</b>	<b>0</b>
	<b>Biennial Total</b>	<b>0</b>	<b>0</b>

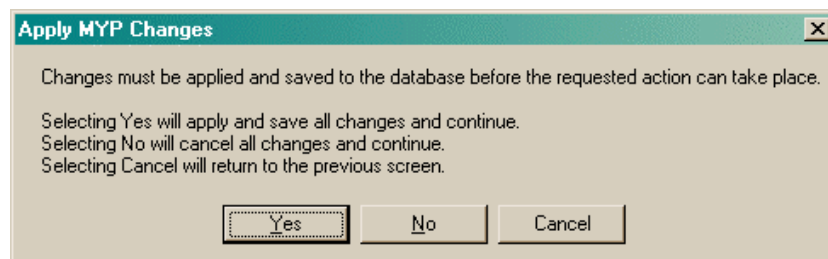
## Menu Bar

### **File**

Save Changes – Saves changes to the MYP

Cancel Changes – Undoes any changes that have not been saved.

Exit – Closes the MYP worksheet returning the user to the Revenue Detail grid. If there are changes that have not been save the user will be prompted with:



**Apply MYP Changes**

Changes must be applied and saved to the database before the requested action can take place.

Selecting Yes will apply and save all changes and continue.  
 Selecting No will cancel all changes and continue.  
 Selecting Cancel will return to the previous screen.

Yes – Saves changes and returns the user to the Revenue Detail worksheet.

No – Returns the user to the Revenue Detail worksheet without saving changes.

Cancel – Returns the user to the MYP worksheet, no changes are saved.

## Edit

Add New Year – Adds one year to the end of the worksheet.

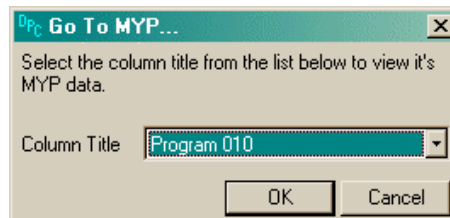
Delete Selected FY Amounts – Clears all amounts from the selected column entering zeros in place. Does not delete the column unless it is the last column in the worksheet. In this case, the next time the worksheet is accessed, this column will be gone.

## View

Next Parent Column – Changes the MYP grid to reflect the next set of columns in the Revenue Detail worksheet.

Previous Parent Column - Changes the MYP grid to reflect the previous set of columns in the Revenue Detail worksheet.

Go To Column – Brings up the following dialog box for the user to select a column set for the MYP worksheet.

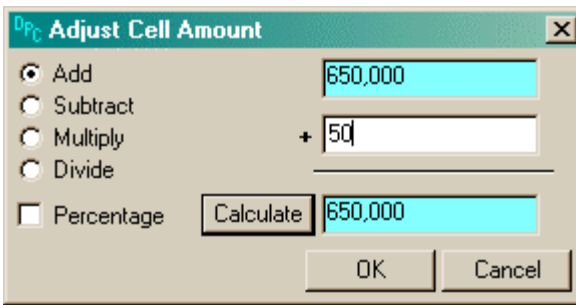


Column Title – This dropdown box contains the column titles for all columns in the worksheet. Users can select a column title for entering MYP data.

OK – Selects the indicated column and loads the data into the MYP worksheet closing the Go To MYP dialog box.

Cancel – Returns the user to the MYP worksheet without loading a new column set.

Finally, a cell calculation function (Adjust Cell Amount) is available by right-clicking on any editable (white) cell amount. *This is not a calculator per se*



Function Selections – User selects the option button next to the desired function (add, subtract, multiply, or divide).

Percentage – User checks the box to indicate the “adjust number” amount is a percentage versus a whole number.

Base number (example is 650,000) – This is the value of the cell that the user right clicked on. The user is not able to change this amount in this dialog box as indicated by the blue background.

Adjust Number (example is 50) – The amount to adjust the base number by.

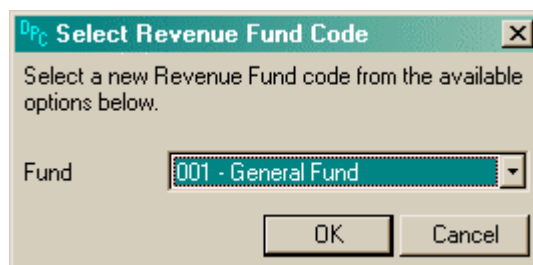
Calculate – Performs the requested calculation and displays the calculated number here. The blue background indicates that this number cannot be changed directly in this field.

OK – Closes the Adjust Cell Amount dialog box and replaces base number with the calculated number on the grid.

Cancel – Closes the Adjust Cell dialog box but does not replace the base number. Retains the originally entered base number on the grid.

Fund Code – User enters the three-digit fund code and hits the tab key. A new line will be inserted with the Fund Title listed. A list of one or more Fund codes will be displayed in fund code order.

**If an invalid fund is entered** or the user right-clicks on the cell the following dialog box will appear:



Fund Selection – User uses the drop-down box to display a list of funds available based on the Statewide Titles file to select the appropriate fund. Users can short cut to a fund by beginning to type the code. This will make the cursor move to that spot in the list.

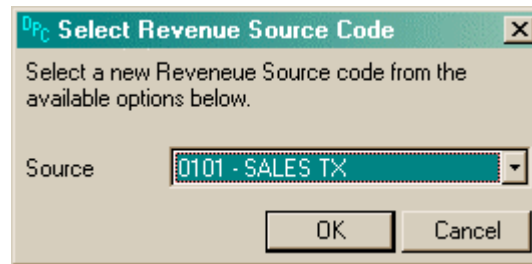
OK- Selects the fund and inserts in the grid.

Cancel – Returns the user to the grid without adding any funds.

Fund Title – A title will be displayed based on the Fund code provided by the user. The title is pulled from a list of the Statewide Titles maintained by OFM.

Source – A four-digit major source/source code used to identify the source of estimated revenue. User enters the four-digit source code and hits the tab key. A new line will be inserted with the source title listed. A list of one or more source codes per fund will be displayed in source code order.

**If an invalid source is entered** or the user right-clicks on the cell the following dialog box will appear:



Source Code Selection – User uses the drop-down box to display a list of source codes available based on the Statewide Titles file to select the appropriate source.

OK- Selects the source and inserts in the grid.

Cancel – Returns the user to the grid without adding any funds.

Source Title - A title will be displayed based on the Source code provided by the user. The title is pulled from a list of the Statewide Titles maintained by OFM.

Total FY20XX/FY20XX Columns – Column set represent the total of all coded editable columns. They are assumed to be the agency level. Even if an editable (white) column exists without any coding assigned, these key (blue) columns are assumed to be the agency level, a total of all columns for the indicated fiscal year.

All other columns – Each column set in the **Revenue Detail** screen represents two columns, first fiscal year and second fiscal year. Each set will have unique coding associated with it. The default for package program Agency Level is a column with no coding associated (assumed to be agency level). If the decision package was created with a program defined package program, the default will be a set of columns coded to just that program. Program level columns are also created using the **Affected Programs** tab. Revenue entry is only available at the agency program levels.

### **3. Affected Programs**

Concept – The **Affected Programs** tab gives the user the ability to enter decision package revenue that is specific to a program. Each program (including Agency Level) selected in the **Affected Programs** screen will result in a new **Revenue Detail** column set. The **Affected Programs** screen is only available when the decision package was added using Package Program **Agency Level** in the **Add a Decision** Package screen. If a specific Package Program is identified, options on this screen are grayed out.

Screen Notes – Actions for the buttons are described below. In addition to using the buttons to move programs between the two lists, users can double click on a program and it will automatically switch lists. Users can also highlight a group of program using the <ctrl> key to selected one at a time, or the <shift> key to select an in-line group. This feature is consistent with most Windows applications.

**Decision Package Console - Revenue Detail Amounts - M2-KP Seattle Office Lease Increase**

File Edit View Tools Reports Help

Revenue Filter | Revenue Detail | **Affected Programs** | Revenue Notes

Additions or removals of Affected Programs in this window affect the revenue detail worksheet only.

Programs (including Agency Level) can be added to or removed from the Affected Programs list.

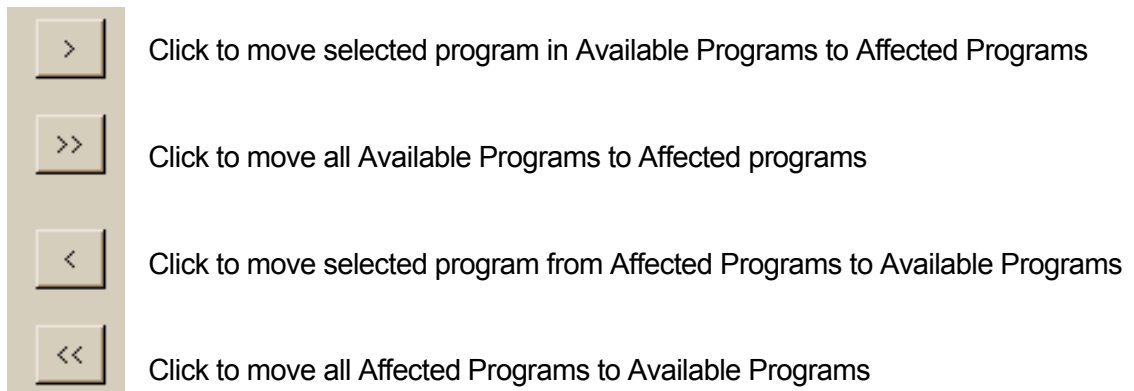
Available Programs		Affected Programs
010 - Administration	>	Agency Level
030 - Information Services	>>	020 - Budget
040 - Accounting & Adminis	<	
050 - Statewide Accounting	<<	
060 - Statewide Policy		
070 - Forecasting		
080 - Management		
085 - Admin Services		
090 - Lid		
100 - Operations Mgmt		
110 - Statewide Systems		
200 - Special Projects		

Save Cancel

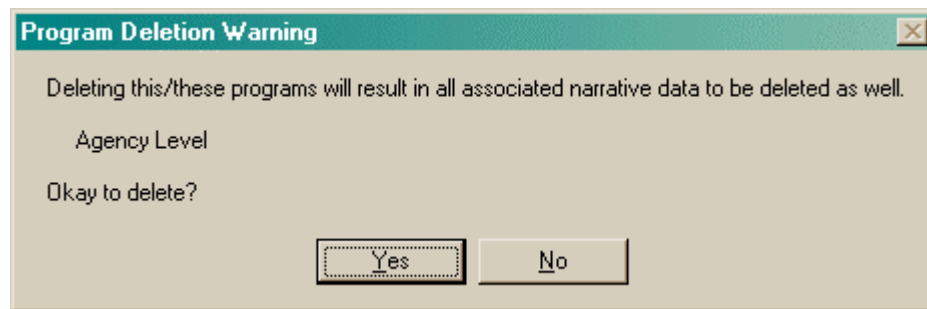
Agency: 105 Budget Period: 2003-05 Version: TR Package Program: Decision Package: M2-KP 5.0.23

**Available Programs** – This list represents available programs as identified in the **Titles Management / Program** screen that are not selected as Affected Programs.

**Affected Programs** – This list represents programs that have been selected as being affected by the current decision package.



Save – Saves the Affected Programs as selected. Each Affected Program will now have its own column set. The following confirmation box will appear if the user has selected to remove a program from the Affected Programs list.



Yes – Will delete the data from the **Revenue Detail** column set.

No – Will cancel the changes and return the user to the **Affected Programs** screen

Cancel – Deletes (or undoes) any unsaved changes.

#### 4. Revenue Notes

Concept – The **Revenue Notes** section is for users to record internal notes. These notes will not print on any reports nor be transmitted to OFM. The notes will only be visible to those who open the decision package. The notes could be assumptions and how calculations were performed, or notes to internal agency BDS users regarding a decision package in general. Changes made to revenue notes are saved by using the **File / Save Current Tab** function from the BDS menu bar.

## D. Performance Measure Detail

**Concept** – The **Performance Measure Detail** function is used to record performance measure detail in decision package. The goals and performance measures entered will appear on the **OFM Decision Package** in the Performance Measure section as well as appearing in the PMTES system by version to assist in developing the B-11 report. The amounts entered through the **Performance Measure Detail** function are assumed to be a change in performance levels, not reflective of the total cumulative measures.

**BDS Menu Bar** – The **Performance Measure Detail** function follows much of the standard BDS menu bar. Variations by screen are noted below.

**Access** - The **Performance Measure Detail** function is accessed by opening a decision package either by selecting **Edit / Performance Measure Detail** from the BDS menu bar while in another functional area of an open decision package or with the desired decision package selected in either the **List Decision Packages by ID** or **Decision Package** Control screen lists.

### 1. Goals

**Concept** – Goals are defined by agencies through the strategic planning process. These goals are recorded in the Performance Measure Estimating and Tracking System (PMTES). This screen retrieves the goal information from PMTES and displays so the user can easily identify which goals are supported by the current decision package. Only those goals that are marked as active and budget will be displayed. Users cannot add or edit goals from within BDS.

**Screen Notes** – Goals that have been saved as supported will always filter to the top of the list.



**Decision Package Console - Performance Measures - M2-KP Seattle Office Lease Increase**

File Edit View Tools Reports Help

Goals | Performance Measure Detail | Performance Measure Notes

Supported	Program	Goal Title
<input checked="" type="checkbox"/>		1XX - Provide First Rate Training
<input checked="" type="checkbox"/>		2XX - Improve the Functionality and Understandability
<input checked="" type="checkbox"/>		100 - Implement and monitor state laws
<input type="checkbox"/>		150 - Keep statewide systems virus free
<input type="checkbox"/>		200 - Identify and communicate future trends
<input type="checkbox"/>		300 - Improve central systems and business processes
<input type="checkbox"/>		400 - Develop fiscally responsible budget and policy
<input type="checkbox"/>		500 - Budget & Policy Descriptions
<input type="checkbox"/>		600 - Meeting Goals & Fulfilling Responsibilities
<input type="checkbox"/>		700 - Promote confidence in state government
<input type="checkbox"/>		800 - Provide improved systems
<input type="checkbox"/>		900 - Create a supportive, constructive & safe culture
<input type="checkbox"/>		999 - Test

Apply Reset

Agency: 105 Budget Period: 2003-05 Version: TR Package Program: Decision Package: M2-KP 5.0.23

**Supported** – User clicks the box to check to indicate the current decision package supports that agency goal.

**Program** – Displays the program the goal is associated with in PMTES (if any). This is not related to any programs the decision package may be associated with using package program or affected programs.

**Goal Title** – Displays the goal code and title as defined within PMTES.

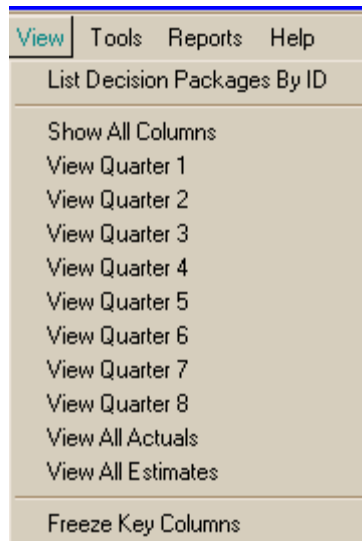
**Apply** – Applies changes to the Supported flag and filters supported goals to the top of the list.

**Reset** – Resets flags without saving changes.

## 2. Performance Measure Detail

**Concept** – Performance measures are established by agencies through the strategic planning process. The measures displayed on this screen are recorded in the Performance Measure Estimating and Tracking System (PMTEs) and are associated with a goal flagged as support on the **Goals** tab. This screen retrieves the performance measures from PMTEs and displays all pertinent information so the user can easily identify which measures are impacted by the current decision package and estimate potential changes. Users cannot add or edit performance measures from within BDS.

**BDS Menu Bar** – The following view options have been added to the BDS menu bar:



These options are used to select what columns to display in the performance measure grid. The default is all columns. The columns are discussed in more detail before.

Freeze Key Columns – Freezes key columns (Impacted, goal, goal title, PM type, PM title) so that they are always visible (unless hidden) on the user's screen when scrolling to the right.

#### Screen Notes

Row Order - Performance measures that have been saved as impacted will always filter to the top of the list.

Hide Column - Right click on any column heading to select to hide that column (includes key columns)

Column Widths - Column widths can also be adjusted by placing the mouse in between the heading cells of two columns. When the cursor changes to a line with double arrow <-||->, click and drag to change the column with. This is similar to the drag column width function available in MS Excel.

**Decision Package Console - Performance Measures - M2-KP Seattle Office Lease Increase**

File Edit View Tools Reports Help

Goals Performance Measure Detail Performance Measure Notes

	Impacted	Program	Goal Title	PM Type	Performance Title	Incremental Change FY1	Incremental Change FY2
	<input checked="" type="checkbox"/>		1XX - Provide First Rate Training	Output	1XC - Number of customers who	+25	+25
	<input type="checkbox"/>		100 - Implement and monitor sta	Outcome	110 - Repeat audit fundingssss		
	<input type="checkbox"/>		100 - Implement and monitor sta	Efficiency	120 - testing for short description		
	<input type="checkbox"/>		100 - Implement and monitor sta	Efficiency	130 - smlls		
	<input type="checkbox"/>		100 - Implement and monitor sta	Outcome	210 - State population forecast		
	<input type="checkbox"/>		100 - Implement and monitor sta	Efficiency	600 - 600 - performance measu		
	<input type="checkbox"/>		100 - Implement and monitor sta	Efficiency	TOM - Short Description		
	<input type="checkbox"/>		100 - Implement and monitor sta	Efficiency	TTT - test		
	<input type="checkbox"/>		100 - Implement and monitor sta	Efficiency	WWW - www testing the wide f		
	<input type="checkbox"/>		1XX - Provide First Rate Training	Outcome	101 - testing		
	<input type="checkbox"/>		1XX - Provide First Rate Training	Output	1XA - Average number of supp		
	<input type="checkbox"/>		1XX - Provide First Rate Training	Outcome	1XB - Percent of agencies with		

Apply Reset

Agency: 105 Budget Period: 2003-05 Version: TR Package Program: Decision Package: M2-KP 5.0.23

**Impacted** – User clicks to check to indicate that the performance measure is impacted by the current decision package. This will automatically check when amounts are entered in the Incremental Change columns.

**Program** – Displays the program the goal is associated with in PMTES (if any). This is not related to any programs the decision packages may be associated with using package program or affected programs.

**Goal Title** – Displays the goal code and title as defined within PMTES. Goal was selected as supporting the decision package in the **Goals** screen.

**PM Type** – Indicates to the user what type of measure is indicated in PMTES.

**Performance Title** – A listing of all performance measures associated with the supported goals from PMTES. Performance measures cannot be added or edited in BDS.

**Incremental Change FY1/FY2** – User records the estimated change in performance measure based on the current decision package. This amount will be viewable in PMTES to assist PMTES users with developing B11 data. These are text fields. Users can enter any characters into these fields including number, letters, and/or special characters.

**Decision Package Console - Performance Measures - M2-KP Seattle Office Lease Increase**

File Edit View Tools Reports Help

Goals Performance Measure Detail Performance Measure Notes

	Impacted	Program	Goal Title	PM Type	Performance Title	CB Q2 Est	CB Q2 Act	CB Q3
<input checked="" type="checkbox"/>			1XX - Provide First R	Output	1XC - Number of customers whc	450	360	525
<input type="checkbox"/>			100 - Implement and	Outcome	110 - Repeat audit fundingssss			
<input type="checkbox"/>			100 - Implement and	Efficiency	120 - testing for short description			
<input type="checkbox"/>			100 - Implement and	Efficiency	130 - smflsjl			
<input type="checkbox"/>			100 - Implement and	Outcome	210 - State population forecast			
<input type="checkbox"/>			100 - Implement and	Efficiency	600 - 600 - performance measu			
<input type="checkbox"/>			100 - Implement and	Efficiency	TOM - Short Description			
<input type="checkbox"/>			100 - Implement and	Efficiency	TTT - test			
<input type="checkbox"/>			100 - Implement and	Efficiency	WwWw - www testing the wide f			
<input type="checkbox"/>			1XX - Provide First R	Outcome	101 - testing			
<input type="checkbox"/>			1XX - Provide First R	Output	1XA - Average number of suppc	40	62	35
<input type="checkbox"/>			1XX - Provide First R	Outcome	1XB - Percent of agencies with			

Apply Reset

Agency: 105 Budget Period: 2003-05 Version: TR Package Program: Decision Package: M2-KP 5.0.23

*Same screen, scrolling right*

General notes regarding next 16 columns – These columns represent data that is in the PMTES system. This data cannot be edited from within BDS.

CB = Current Biennium

Q# = The number quarter for the current biennium (i.e., Q3 is third quarter (January, February, March of the first fiscal year) of the current biennium).

Est = Estimated performance measure

Act = Actual performance measure

This information is available to the BDS user to assist in determining a good estimate of the change in the measure as a result of the current decision package. The view options available from the BDS Menu bar allow the user to select to view only estimates, only actuals, specific quarter, or view all columns.

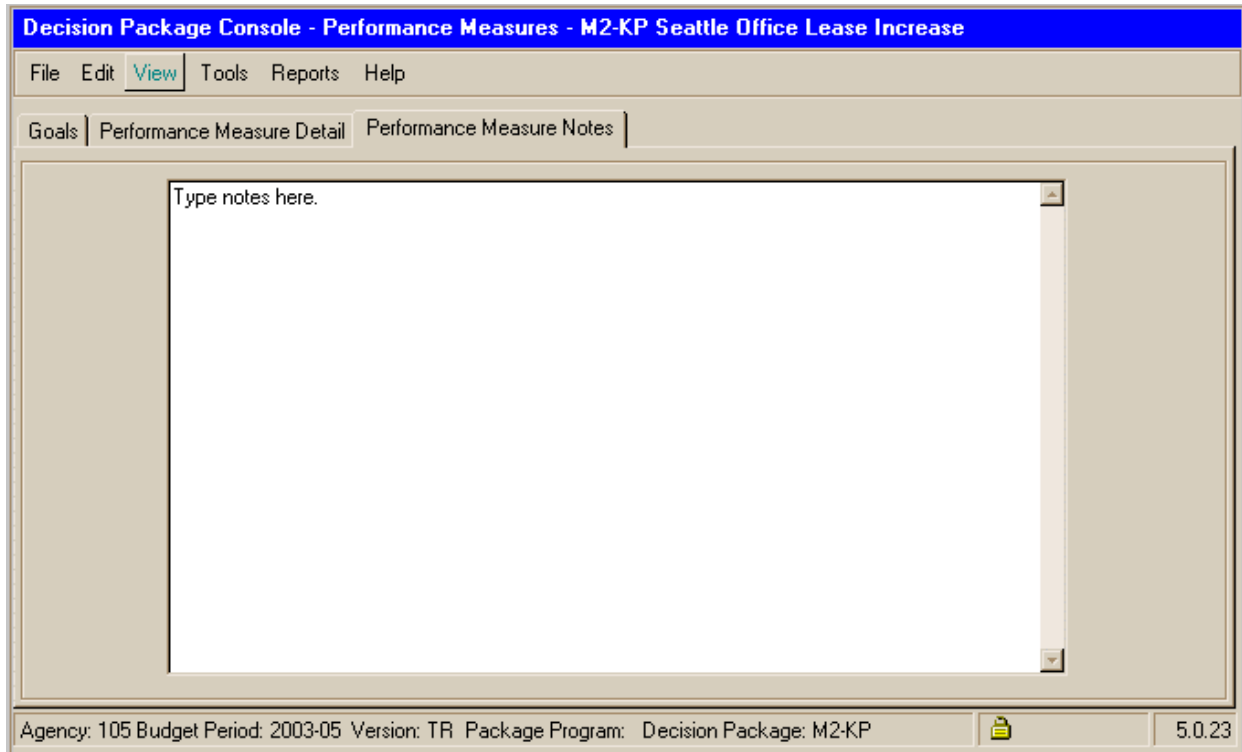
Apply – Applies changes to impacted flag and incremental change amounts and filters impacted measures to the top of the list. Performance measures will be updated in PMTES for changes made in BDS including:

- Updating the “Budget” flag on performance measures where the performance measure was marked as impacted.
- Display incremental changes in PMTES for budget amounts in the selected version.

Reset – Resets flags without saving changes.

### 3. Performance Measure Notes

Concept – The **Performance Measure Notes** is for users to record internal notes. These notes will not print on any reports nor be transmitted to OFM. The notes will only be visible to those who open the decision package. The notes could be assumptions and how calculations were performed, or notes to internal agency BDS users regarding a decision package in general. Changes made to expenditures are saved by using the **File / Save Current Tab** function from the BDS menu bar.



## V. Budget Summary Console

### A. List Decision Packages by ID

Concept – A listing of decision packages for any version that users can view. No edits are available from the list, however, a user can easily get to the **Decision Package Console** in order to make edits.

Access - List Decision Packages by ID set can be accessed from the BDS Menu by choosing **Update Decision Packages** or by selecting **View / List Decision Packages ID** from the BDS Menu Bar.

Menu Bar – The menu bar is consistent with the standard menu bar (with two additions) as defined in Section II - **BDS Menu Bar** of the system manual. An additional option of **Save As (Copy Decision Package)** (VI.A.2) is available from the List Decision Packages by ID screen.

## 1. List Decision Packages by ID

Concept – The List Decision Packages by ID screen allows users to view a list of decision packages for any version. A variety of views and view options exist. This screen further helps to identify what type of information is contained within each decision package with a checklist off to the right. Information on this screen is not editable from the Budget Summary Console. To edit information shown on this screen users must update either through **Decision Package** Management or the **Decision Package Console**.

Access - List Decision Packages by ID set can be accessed from the BDS Menu by choosing **Update Decision Packages** or by selecting **View / List Decision Package ID** from the BDS Menu Bar.

Screen Notes – Clicking on a row once selects the row as indicated by the green highlighting. Double clicking the row will open the decision package to the appropriate screen as identified by the budget level. CB and CL packages will open to the Expenditure Detail tab set; M1, M2, and PL decision packages will open to the Package Narrative tab set. Alternatively, users can select a row, then select which tab set to open by using the **Edit** option on the **BDS Menu Bar**.

Users may copy a decision package from this screen by clicking on a row once to select, as indicated by the green highlighting, then selecting **File / Save As**.

The default sort order of the screen is by package program, then by decision package. Double clicking on any column heading will sort the list by that element. Users can toggle between ascending or descending order by double clicking subsequent times. An advanced sort feature is discussed further below.

Column widths can be adjusted by placing the mouse in between the heading cells of two columns. When the cursor changes to a line with double arrow <-||->, click and drag to change the column width. This is similar to the drag column width function available in MS Excel.

When scrolling to the right to view additional columns, the first two columns of this screen will remain “frozen” so that the user can see the line number, package program, and decision package for each row.



line. Double clicking on the column heading will sort the list by this element. You can toggle between sorting the list in ascending or descending order by continuing to double click the column heading. *To change the status for a decision package, see **Decision Package Control (III.D.1)**.*

Budget Summary Console - List Decision Packages by ID

File Edit View Tools Reports Help

List Decision Packages by ID

	Package Program	Decision Package	Locked	Contains Narrative	Contains Funds	Contains FTES	Contains Objects	Contains Exp. Notes	Contains Goals	
1		CL-21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2		M2-KP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3		M2-RV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

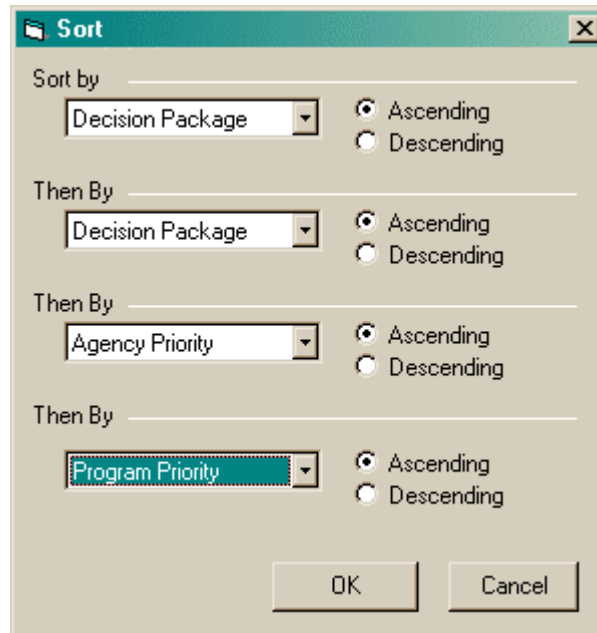
SortSet Filter to All

Agency: 105 Budget Period: 2003-05 Version: TR Package Program: Budget Level: ALL5.0.23



- Contains Rev. (Revenue) Notes
- Contains MYP Data

Sort – Invokes the following dialog box:



The image shows a 'Sort' dialog box with a title bar containing a folder icon and the word 'Sort'. Inside the dialog, there are four rows, each with a 'Sort by' label and a 'Then By' label. Each row contains a dropdown menu and two radio buttons labeled 'Ascending' and 'Descending'. The first row has 'Decision Package' selected in both dropdowns. The second row also has 'Decision Package' selected. The third row has 'Agency Priority' selected. The fourth row has 'Program Priority' selected. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Allows the user to establish sort options for the decision package control screen using up to four elements.

- Sort by will be the first sort level, then by each level selected below.
- Each combo box includes the option of sorting by none, package program, decision package, title, agency priority, program priority, status, and locked indicator.
- Radio buttons allow the user to select whether that element should be sorted in ascending or descending order.
- The OK button will invoke the selected sort.
- Cancel will close the sort dialog box returning to the Decision Package Control screen in the previous submitted order.

Set Filter to All – Clicking this button automatically sets the decision package filter to All Package Program and All Budget Levels regardless of locked indicator for the displayed version.

## **VI. Add Decision Package**

### **A. Add Decision Package**

Concept – The **Add a Decision Package** function allows the user to establish a new decision package for any version.

Access - **Add a Decision Package** can be accessed from the BDS Menu by choosing **Add decision package to my base** or by selecting **File / Add A Decision Package** from the BDS Menu Bar.

Menu Bar – There is no menu bar available from the **Add a Decision Package** console.

## 1. Add a Decision Package

Concept – The **Add a Decision Package** function allows the user to establish a new decision package for any version. Key fields and identifying information are defined on this screen. Key fields are those that identify the decision package as a unique record. No two decision packages can exist with the same; budget period, version, budget level, decision package code, and package program.

Decision package estimate data is captured in the **Decision Package Console**.

Access - **Add a Decision Package** can be accessed from the BDS Menu by choosing **Add decision package to my base** or by selecting **File / Add A Decision Package** from the BDS Menu Bar.

**Add New Decision Package**

**New Decision Package**  
Enter the information below that will define the new decision package.

Budget Period: 2001-03

Version: TR - Tutorial

Budget Level: M1 - Mandatory Caseload and Enrc

Decision Package Code: M1VC

View Decision Package Codes

☐ Used for this Version

☒ Available for this Version

UW  
UX  
UY  
UZ  
VB  
VC

\* indicates reusable codes

Package Program: Agency Level

Package Title: New Decision Package

Package Long Title:

☒ Open this decision package after Save. Decision package filter will be modified.

Save Cancel

Budget Period – The combo box includes a list of available budget periods. Available budget periods are defined by the BASS team. The available periods will be reviewed and updated if deemed appropriate in the spring of each year.

Version – The combo box will display a list of all versions available for the selected budget period. Versions are added and defined by the BDS user through the **Add/Update Version** (section III.B.1, page 14) screen. The version combo box will only contain the note "No Versions Available" when the selected budget period does not have any versions or if the user is edit access and the only

versions for the budget period have been locked. If the version is locked the title will include a note (Locked) behind it. If a user hovers their mouse on this field, a tool tip will display the full text of the box.

Budget Level – The combo box will display a list of available budget levels. The users must select a budget level which best describes the decision package:

- CB – Current Biennium (aka current year appropriation level)
- CL – Carryforward Level (adjustments to the current biennium to biennialize current funding)
- ML-1 – Maintenance Level – Mandatory Caseload and Enrollment changes (used to fund changes to estimated caseload enrollment for entitlement programs (prison population, education enrollment, etc) as determined by the Caseload Forecast Council.)
- ML-2 – Inflation and other rate changes (used to fund changes due to inflation or other rate changes such as rent, postage, etc.)
- PL – Performance Level (used to request funding changes based on internal policy decisions)
- Please see the OFM Budget Instructions for more information on the uses of “Budget Level”

View Decision Package Codes – A decision package code cannot be used twice within the same budget period, same version unless it is marked reusable as indicated by an (\*) asterisk. Users can mark a decision package code as reusable through the **Agency Decision Package Identification** (section III.D.3, page 45) screen. Even when a decision package code is marked as reusable, at least one element of the key fields (budget level and/or package program) must be unique.

Used for this version – When this option button is selected the list of decision package codes displayed in the code box represent those used by this version. These decision packages will not be available for use without selecting a different budget period and/or version unless marked reusable by an (\*) asterisk. See **Agency Decision Package Identification** for information on marking reusable.

Available for this version – When this option button is selected, the list of decision package codes displayed are available for use.

The users clicks on any two-digit code to assign a decision package code. Typing the character of the code will shortcut to that point in the list. Subsequent hits of the first character will move to the next option and so on. Users cannot shortcut directly by typing both characters of the decision package code.

*Notes on use of codes:*

- Users should select an alpha-alpha (AA) or numeric-alpha (1A) code.
- Decision package codes 90 through 9M are reserved for OFM defined use. The titles for these prescribed codes have been established.
- Numeric-numeric decision package codes are used in OFM budget systems for development of carryforward levels. BDS users may use these codes for

development of their own current biennium and carryforward levels to align with OFMs Recommendation Summary codes for carryforward adjustments.

- Number-numeric decision package codes are not to be used for maintenance level or performance level decision package codes unless prescribed by OFM.

*Note: The Budget Level and Decision Package Code combination should now appear in the **Decision Package Code** box.*

Package Program – The combo box allows the user to select a specific program in which to identify with this decision package. Programs are those that have been established in the **Program** (section III.C.2, page 98) screen of **Titles Management** function.

Agency level refers to either agency level or multi-program decision package. It is **strongly recommended** that users leave this selection at agency level unless planning on utilizing the **Merge Decision Package** (reference III.D.4, page 20) function as part of the budget building process. Users must have a clear understanding of how this function works in BDS prior to selecting a specific program in the **Package Program** selection.

Package Title – A 35-character field for the user to establish a decision package title. This title will be used for all OFM reports and submitted to OFM budget systems electronically upon release of the agency's request.

The title will automatically be filled in if a title had previously been established for the selected decision package code in any version. Users will not be able to update the decision package title in this case.

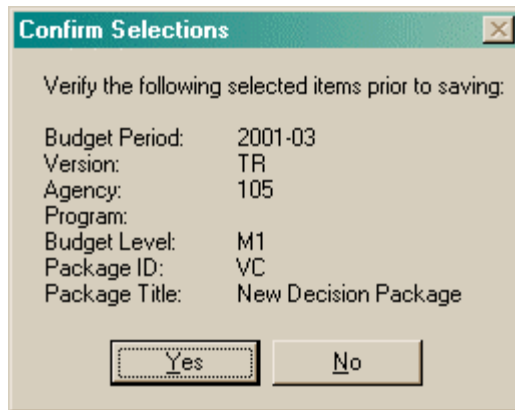
Decision package title is the same title for all decision packages sharing that code for a budget period regardless of version. Users can update decision package titles using **Agency Decision Package Identification** (section III.D.3, page 45).

Package Long Title – A 255-character field where agencies can provide an expanded title for agency internal use. This title will appear on the non-OFM "detailed" reports only. When no package long title is used, the package title will default on the detailed reports.

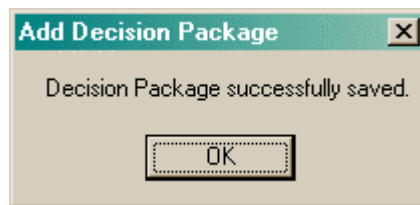
Open this decision package after save. Decision package filter will be modified. – Checking this box will result in the decision package console opening the newly created decision package after the save is enabled. If the newly created decision package has a current biennium or carryforward level budget level, the decision package console will open to the **Expenditure Detail Amounts** function since narrative is not required for these decision packages. If the decision package is a maintenance level or performance level decision package, the decision package console will open to the **Package Narrative** function.

Checking this box will also result in the user's **Decision Package Filter** (see section VII.A.1, page 103) being modified to reflect the parameters of the newly created decision package.

Save – Begins the creation process of the identified decision package. The user will first get the following confirmation dialog box:



Yes – Saves the decision package as indicated by:



OK – Will return the user to the **Add Decision Package** if **Open this decision package after save. Decision package filter will be modified** had not been checked or the appropriate screen of the **Decision Package Console** if had been checked.

No – Returns the user to **Add Decision Package** to make necessary changes.

Cancel – Cancels the current action and returns the user to the screen the user had been on prior to selecting **Add Decision Package** without saving.

## 2. Copy Decision Package (Save As)

Concept – The **Copy Decision Package** function allows the user to copy a decision package to a new decision package. This is the only way to change key fields and identifying information of a decision package. Key fields are those that identify the decision package as a unique record. No two decision packages can exist with the same; budget period, version, budget level, decision package code, and package program. Users will need to delete the original decision package if this copied version is a replacement decision package. See **Decision Package Control** for information on deleting decision packages.

Decision package estimate data is captured in the **Decision Package Console**.

Access - **Copy Decision Package** screen can be accessed by selecting **File / Save As** from the BDS Menu Bar from either the **Decision Package Control** or **List Decision Packages by ID** screens.

**Copy Decision Package**

**New Decision Package**  
Enter the information below that will define the decision package that the data will be copied to.

Budget Period: 2001-03

Version: TR - Tutorial

Budget Level: M2 - Inflation and Other Rate Chan

Decision Package Code: M2VB

View Decision Package Codes

☐ Used for this Version

☒ Available for this Version

UV  
UW  
UX  
UY  
UZ  
VB

\* indicates reusable codes

Package Program: Agency Level

Package Title: Test Save As

Package Long Title:

☒ Open this decision package after Save. Decision package filter will be modified.

☒ Include Data ☒ Include Text ☐ Reverse Signs

Save Cancel

**Budget Period** – The combo box includes a list of available budget periods. Available budget periods are defined by the BASS team. The available periods will be reviewed and updated if deemed appropriate in the spring of each year. This selection will default to the selection of the original decision package.

**Version** – The combo box will display a list of all versions available for the selected budget period. Versions are added and defined by the BDS user through the **Add/Update Version** (section III.B.1, page 14) screen. This selection will default to the selection of the original decision package. The version combo box will only contain the note "No Versions Available" when the selected budget period does not have any versions or if the user is edit access and the only versions for the budget period have been locked. If the version is locked the title will include a note (Locked) behind it. If a user hovers their mouse on this field, a tool tip will display the full text of the box.

**Decision Package Code** – The users clicks on any two-digit code to assign it to a new decision package.

**Budget Level** – The combo box will display a list of available budget levels. This selection will default to the selection of the original decision package. The users may select a different budget level which best describes the decision package:

- CB – Current Biennium (aka current year appropriation level)
- CL – Carryforward Level (adjustments to the current biennium to biennialize current funding)
- ML-1 – Maintenance Level – Mandatory Caseload and Enrollment changes (used to fund changes to estimated caseload enrollment for entitlement programs (prison

population, education enrollment, etc) as determined by the Caseload Forecast Council.)

- ML-2 – Inflation and other rate changes (used to fund changes due to inflation or other rate changes such as rent, postage, etc.)
- PL – Performance Level (used to request funding changes based on internal policy decisions)
- Please see the OFM Budget Instructions for more information on the uses of “Budget Level”

View Decision Package Codes – A decision package code cannot be used twice within the same budget period, same version unless it is marked reusable as indicated by an (\*) asterisk. *Note: In order to use the same decision package code when copying a decision package, the user must first mark the code as reusable.* Users can mark a decision package code as reusable through the **Agency Decision Package Identification** (section III.D.3, page 45) screen. Even when a decision package code is marked as reusable, at least one element of the key fields (budget level and/or package program) must be unique.

Used for this version – When this option button is selected the list of decision package codes displayed in the code box represent those used by this version. These decision packages will not be available for use without selecting a different budget period and/or version unless marked reusable by an (\*) asterisk. See **Agency Decision Package Identification** for information on marking reusable.

Available for this version – When this option button is selected, the list of decision package codes displayed are available for use.

The users clicks on any two-digit code to assign the new decision package ID. Typing the character of the code will shortcut to that point in the list. Subsequent hits of the first character will move to the next option and so on. Users cannot shortcut directly by typing both characters of the decision package code.

*Notes on use of codes:*

- Users should select an alpha-alpha (AA) or numeric-alpha (1A) code.
- Decision package codes 90 through 9M are reserved for OFM defined use. The titles for these prescribed codes have been established.
- Numeric-numeric decision package codes are used in OFM budget systems for development of carryforward levels. BDS users may use these codes for development of their own current biennium and carryforward levels to align with OFMs Recommendation Summary codes for carryforward adjustments.
- Number-numeric decision package codes are not to be used for maintenance level or performance level decision package codes unless prescribed by OFM.

*Note: The Budget Level and Decision Package Code combination should now appear in the **Decision Package Code** box.*

Package Program – The combo box allows the user to select a specific program in which to identify with this decision package. Programs are those that have been established in the **Program** (section III.C.2, page 98) screen of **Titles Management** function. This selection will default to the selection of the original decision package. If the original decision package was a Agency Level package

program decision package, the only option available here for the copy to is Agency Level. If the original decision package was entered with a specific package program, the only options available for the copy to are Agency Level and the same package program as the original decision package.

Agency level refers to either agency level or multi-program decision package. It is **strongly recommended** that users leave this selection at agency level unless planning on utilizing the **Merge Decision Package** (reference III.D.4, page 20) function as part of the budget building process. Users must have a clear understanding of how this function works in BDS prior to selecting a specific program in the **Package Program** selection.

Package Title – A 35-character field for the user to establish a decision package title. This title will be used for all OFM reports and submitted to OFM budget systems electronically upon release of the agency's request.

The title will automatically be filled in if a title had previously been established for the selected decision package code in any version. Users will not be able to update the decision package title in this case.

Decision package title is the same title for all decision packages sharing that code regardless of version. Users can update decision package titles using **Agency Decision Package Identification** (section III.D.3, page 45).

Package Long Title – A 255-character field where agencies can provide an expanded title for agency internal use. This title will appear on the non-OFM "detailed" reports only. When no package long title is used, the package title will default on the detailed reports.

Open this decision package after save. Decision package filter will be modified. – Checking this box will result in the decision package console opening the newly created decision package after the save is enabled. If the newly created decision package has a current biennium or carryforward level budget level, the decision package console will open to the **Expenditure Detail Amounts** function since narrative is not required for these decision packages. If the decision package is a maintenance level or performance level decision package, the decision package console will open to the **Package Narrative** function.

Checking this box will also result in the users **Decision Package Filter** (see section VII.A.1, page 103) being modified to reflect the parameters of the newly created decision package.

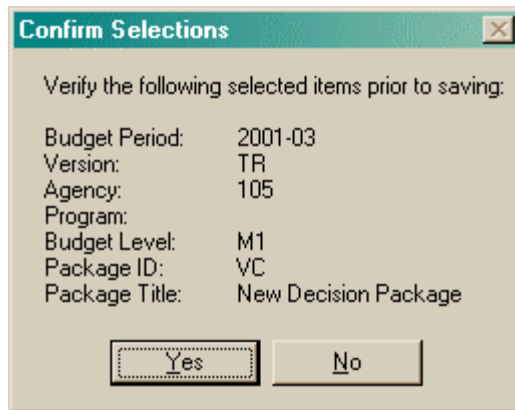
Include Data – Checking this box indicates that the user wishes to copy the original decision package expenditure, revenue, and performance measure detail.

Include Text - Checking this box indicates that the user wishes to copy the original decision package narrative detail.

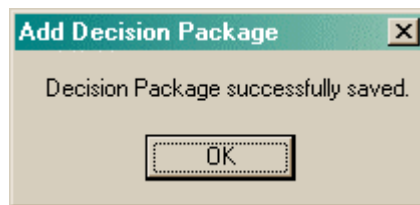
Reverse Signs – This box is only available when the **Include Data** checkbox has been selected. Selecting this box will multiply all data by –1 (negative one) to reverse the signs. This option is available to facilitate removing funding requested in a previous budget level (request inflation in maintenance level, reverse request in performance level).

Save – Begins the process of creating the identified decision package. The user will first get the following confirmation dialog box:





Yes – Saves the decision package as indicated by:



OK – Will return the user to the **Copy Decision Package** if **Open this decision package after save. Decision package filter will be modified** had not been checked or the appropriate screen of the **Decision Package Console** if had been checked.

No – Returns the user to **Add Decision Package** to make necessary changes.

Cancel – Cancels the current action and returns the user to the screen the user had been on prior to selecting **File / Save As** without saving.

*Note: The original decision package is still available in the original version. Users must manually delete using the **Decision Package Control** (see section III.D.1, page 38) if desired.*

## VII. Decision Package Filter

### A. Decision Package Filter

Concept – The Decision Package Filter defines the parameters for the **List Decision Packages** by ID or **Decision Package Control** decision package listings. It is usually a parameter setting at fault when users have difficulty locating a decision package.

BDS Menu Bar – No BDS Menu Bar is available from the Decision Package Filter screen.

#### 1. Decision Package Filter

Access – The Decision Package Filter can be accessed by selecting **File / Set DP Filter** from the BDS Menu Bar at the **List Decision Packages** by ID or **Decision Package Control** decision package listings.

**Budget Period** – The combo box includes a list of available budget periods for the user to select the desired budget period.

**Version** – The combo box will display a list of all versions available for the selected budget period for the user to select the desired budget period. The version combo box will only contain the note "No Versions Available" when the selected budget period does not have any versions. If the version is locked the title will include a note (Locked) behind it. If a user hovers their mouse over the selected field, a tool tip will display the full text of the box.

**Package Program** – The combo box displays a list of package programs for the user to select the desired package program or **All** to not limit the list based on package program.

**Budget Level** – The combo box will display a list of budget levels for the user to select the desired budget level or **All** to not limit the list based on budget level.

**View Locked Decision Packages Only** – The user can elect to only view locked decision packages by checking the box.

**OK** – Sets the parameters and returns the user to either the **List Decision Packages by ID** or **Decision Package** Control decision package listing where the filter was accessed from.

**Reset** – Resets the parameters on the filter to settings previously saved.

**Cancel** – Cancels all current changes and returns the user to either the **List Decision Packages by ID** or **Decision Package** Control decision package listing where the filter was accessed.

## VIII. Reports

### A. Menu Bar Reports

**Concept** – The BDS Menu Bar has several reports available including decision package detail, version listing, decision package listings, and OFM submittal reports. These are standard reports without many user-selected parameters available. All BDS reports are generated using Seagate Crystal 8.0. Users will be prompted to download the Seagate Crystal Report Viewer 8.0 the first time accessing BDS reports.

Access – All reports in Menu Bar Reports can be accessed from the BDS menu bar. The following rules apply to how reports are pulled:

Decision Package Detail Reports – Any currently open decision package will be used to generate the requested report. If viewing either **List Decision Packages** by ID or **Decision Package Control** decision package listing, the user can click once to select the decision package in which to run the report, then select the desired report from the BDS Menu bar.

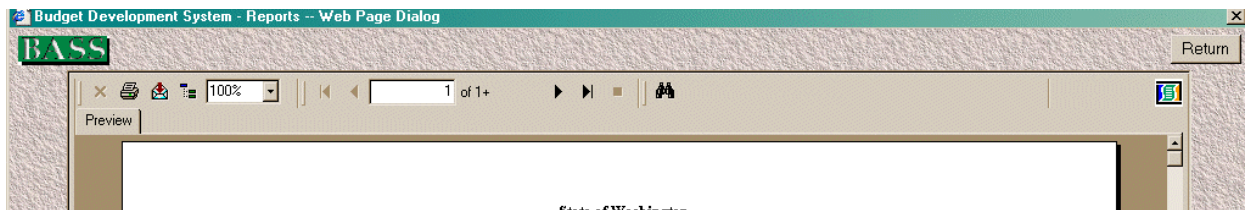
Decision Package Listings – The decision package listing reports will be based on the currently selected version for all decision package listing reports.

Version Titles – The Version Titles report can be accessed regardless of version or decision package currently open.

Working Reports – Will run OFM like reports based on the currently selected version.

OFM Submittal Reports - Any currently open decision package will be used to generate the OFM Decision Package Report. All other OFM submittal reports will be based on the currently selected version.

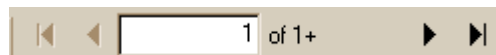
## Crystal Report Viewer 8



All reports are initially viewed in Crystal Report Viewer 8.0. Users are provided the option to print the report or download to a Word (.doc), rich-text (.rtf), Crystal report (.rpt), or Excel (.xls) file.

*Only options supported by BDS are described here.*

Page Select – The following buttons are used to scroll through the report pages. Use the last button (displayed here) to jump to the last page. Only after viewing the last page will the “of X” display the actual total number of pages.



Print – The printer icon will invoke the Windows standard print dialog box for the user to make selection for print options.

Exporting – The envelope with red arrow icon is used to export a report to a Word (.doc), rich-text (.rtf), Crystal report (.rpt), or Excel (.xls) file. Clicking the icon will invoke a standard “file save as” dialog box for the user to make the appropriate selections. Upon selecting save, the user will receive a separate prompt asking if they wish to view the exported file in the selected format.



Yes – Opens the report in the appropriate program for the selected file type.

No – Returns the user to the Crystal Report Viewer page.

Zoom – Users may use the combo box to select the percentage of page they wish to view.

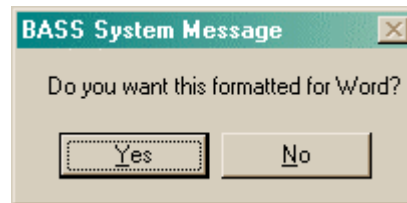
Text Search – Users may search for a text in a report by entering the desired text to the left of the binoculars, then clicking the binoculars to initiate the search. Each click of the binoculars will search for the next instance of the text.

Return – Clicking this button will close the Crystal Report Viewer and return the user to the previous BDS screen.

## 1. Multi-Program Decision Package

Concept – This report will generate a decision package that includes full narrative and funding detail by program. Each program begins the decision package format from the beginning and includes all decision package elements for each program contained within the decision package. Since this is an “internal” report, the decision package long title will print for the decision package title. (See **Add a Decision Package** section VI.A.1, page 103 for more information on package long title.)

Options – The following dialog box will appear upon selecting the Multi-Program Decision Package report:



Yes – Click yes to generate the report with page number references removed and the report header as part of the body of the report on the first page only. Used to facilitate copying and pasting into Word documents.

No – Click to generate the report as a stand-alone document with page number references and a report page header at the beginning of each page.

## 2. Decision Package Narrative Detail

Concept – Provides the full narrative detail for each agency level or program tab in the **Narrative Input** screens by tab/(screen).

## 3. Decision Package Fund Detail

Concept – A full representation of all columns and rows contained in the **Fund Detail** worksheet.

## 4. Decision Package Object Detail

Concept – A full representation of all columns and rows contained in the **Object of Expenditures** detail worksheet.

## 5. Decision Package FTE Detail

Concept – A full representation of all columns and rows contained in the **FTE Detail** worksheet.

## **6. Decision Package Revenue Detail**

Concept – A full representation of all columns and rows contained in the **Revenue Detail** worksheet.

## **7. Decision Package Performance Measure Detail**

Concept – A full representation of all columns and rows contained in the **Performance Measure Detail** worksheet.

## **8. Decision Package Listing Sorted by Budget Level**

Concept - A listing of decision packages sorted by budget level for the currently open version. Listing includes: Package Program, Decision Package code, Decision Package title, agency priority, program priority, decision package status, Locked status (Yes or No), General Fund-State biennial total, all other funds biennial total, biennial total of all objects, objects in balance with funds indicator (Yes or No), Revenue biennial total, and annual average FTEs.

## **9. Decision Package Listing Sorted by Agency Priority**

Concept - A listing of decision packages sorted by agency priority for the currently open version. Listing includes: Package Program, Decision Package code, Decision Package title, agency priority, program priority, decision package status, Locked status (Yes or No), General Fund-State biennial total, all other funds biennial total, biennial total of all objects, objects in balance with funds indicator (Yes or No), Revenue biennial total, and annual average FTEs.

## **10. Decision Package Listing by Package Program/Program Priority**

Concept - A listing of decision packages sorted by package program and program priority for the currently open version. Listing includes: Package Program, Decision Package code, Decision Package title, agency priority, program priority, decision package status, Locked status (Yes or No), General Fund-State biennial total, all other funds biennial total, biennial total of all objects, objects in balance with funds indicator (Yes or No), Revenue biennial total, and annual average FTEs.

## **11. Decision Package Listing Sorted by Locked Indicator**

Concept - A listing of decision packages sorted by locked indicator for the currently open version. Listing includes: Package Program, Decision Package code, Decision Package title, agency priority, program priority, decision package status, Locked status (Yes or No), General Fund-State biennial total, all other funds biennial total, biennial total of all objects, objects in balance with funds indicator (Yes or No), Revenue biennial total, and annual average FTEs.

## **12. Decision Package Listing Sorted by Package Program/Budget Level**

Concept - A listing of decision packages sorted by package program and budget level for the currently open version. Listing includes: Package Program, Decision Package code, Decision Package title, agency priority, program priority, decision package status, Locked status (Yes or No), General Fund-State biennial total, all other funds biennial total, biennial total of all objects, objects in balance with funds indicator (Yes or No), Revenue biennial total, and annual average FTEs.

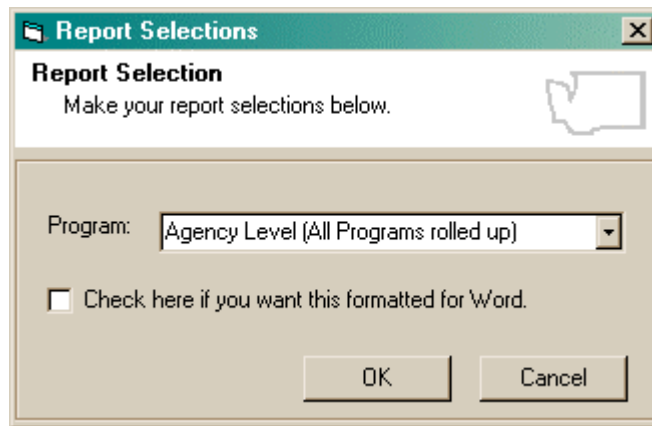
### 13. Version Titles

Concept – A listing of all versions for the currently selected budget period. Includes version code, version title, budget type title, and version comments.

### 14. Recommendation Summary (CB Detail)

Concept – A listing of decision packages for a version with a view similar to the OFM Recommendation Summary. In the CB detail report, current biennium is displayed with a separate line item for each CB decision package and the version number is listed in the header of the report.

The following dialog box will appear when the Recommendation Summary (CB Detail) report is selected:

A screenshot of a Windows-style dialog box titled "Report Selections". The dialog has a title bar with a close button (X). Below the title bar, the text "Report Selection" is followed by the instruction "Make your report selections below." To the right of this text is a small map of the state of Washington. Below the instruction is a "Program:" label followed by a dropdown menu currently showing "Agency Level (All Programs rolled up)". Below the dropdown is a checkbox labeled "Check here if you want this formatted for Word." At the bottom of the dialog are two buttons: "OK" and "Cancel".

Program – The combo box allows users to select an agency level rollup of all programs, all programs at the program level, or choose a specific program for running the report.

Check here if you want this formatted for word – Checking this box will result in a generated report with page number references removed and the report header as part of the body of the report on the first page only. This option is used to facilitate copying and pasting into Word documents.

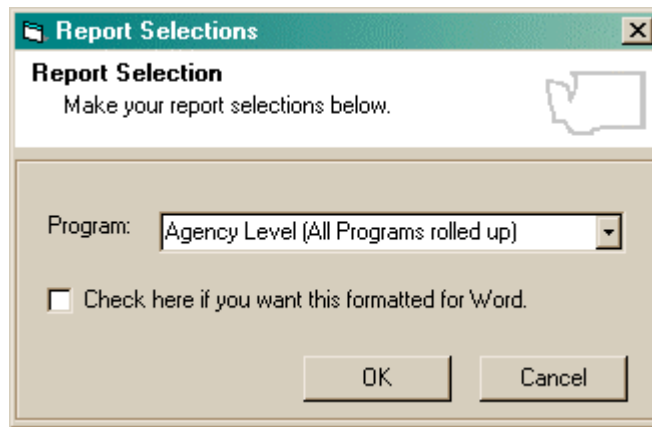
OK – Generates the report.

Cancel – Returns the user to the previous BDS screen without generating the report.

### 15. Recommendation Summary by Agency Priority

Concept – A listing of decision packages for a version with a view similar to the OFM Recommendation Summary. This version of the Recommendation Summary lists decision packages in agency priority order within each budget level instead of decision package order.

The following dialog box will appear when the Recommendation Summary by Agency Priority report is selected:



Program – The combo box allows users to select an agency level rollup of all programs, all programs at the program level, or choose a specific program for running the report.

Check here if you want this formatted for word – Checking this box will result in a generated report with page number references removed and the report header as part of the body of the report on the first page only. This option is used to facilitate copying and pasting into Word documents.

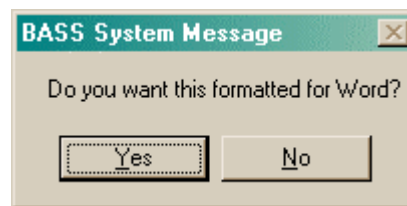
OK – Generates the report.

Cancel – Returns the user to the previous BDS screen without generating the report.

## 16.OFM Decision Package

Concept – This is the official OFM Decision Package format. It includes expenditure and revenue summary data at the agency level and each narrative category. Users may export this to Word (see Crystal Options, page 105) to customize to meet agency internal needs.

Options – The following dialog box will appear upon selecting the OFM Decision Package report:



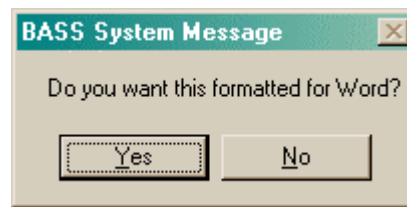
Yes – Click yes to generate the report with page number references removed and the report header as part of the body of the report on the first page only. Used to facilitate copying and pasting into Word documents.

No – Click to generate the report as a stand-alone document with page number references and a report page header at the beginning of each page.

## 17.OFM Decision Package Program Detail

Concept – This is the official OFM Decision Package format. It includes expenditure and revenue summary data at the agency level and each narrative category. This version of the Decision Package is used by agencies that are appropriated by program. The report will show the detail of estimates by program. Users may export this to Word (see Crystal Options, page 105) to customize to meet agency internal needs.

Options – The following dialog box will appear upon selecting the OFM Decision Package report:



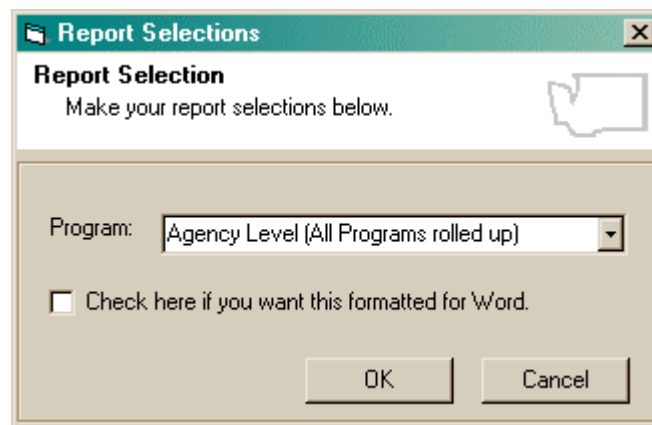
Yes – Click yes to generate the report with page number references removed and the report header as part of the body of the report on the first page only. Used to facilitate copying and pasting into Word documents.

No – Click to generate the report as a stand-alone document with page number references and a report page header at the beginning of each page.

## 18.OFM Recommendation Summary

Concept – This is the official OFM Recommendation Summary format for agency budget submittals. This report displays the estimated expenditure by budget level and general fund-state and all other funds for the biennium.

The following dialog box will appear when the OFM Recommendation Summary report is selected:



Program/SubProgram – The combo box allows users to select an agency level rollup of all programs, all programs at the program level, choose a specific program for running the report.

Check here if you want this formatted for word – Checking this box will result generate the report with page number references removed and the report header as part of the body of the report on the first page only. This option is used to facilitate copying and pasting into Word documents.

OK – Generates the report.

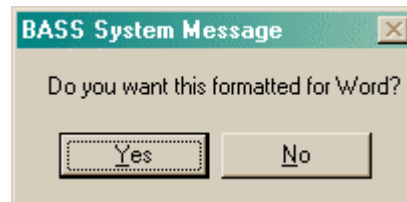
Cancel – Returns the user to the previous BDS screen without generating the report.

## 19.OFM Agency Budget Levels by Program



Concept - This is the official OFM Program Summary format for agency budget submittals (exception, single program agencies). This report provides an expenditure estimate summary by program and budget level for each fund.

Options – The following dialog box will appear upon selecting the OFM Program Summary report:

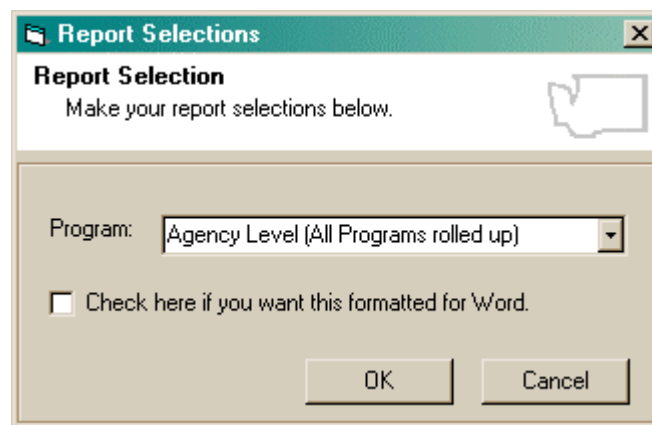


Yes – Click yes to generate the report with page number references removed and the report header as part of the body of the report on the first page only. Used to facilitate copying and pasting into Word documents.

No – Click to generate the report as a stand-alone document with page number references and a report page header at the beginning of each page.

## **20. OFM Revenue Estimates (B9)**

Concept – This is the official OFM Revenue Estimates format for agency budget submittals. Report should reflect the agency's total estimated revenues for the biennium.



The following dialog box will appear when the OFM Revenue Estimates (B9) report is selected:

Program – The combo box allows users to select an agency level rollup of all programs, all programs at the program level, or choose a specific program for running the report.

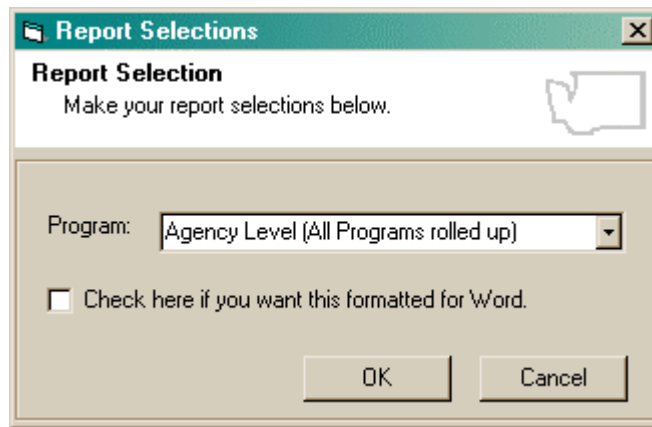
OK – Generates the report.

Cancel – Returns the user to the previous BDS screen without generating the report.

## **21. OFM Working Capital (B9-1)**

Concept – The official OFM Working Capital reserves report for agencies administering funds. Report should reflect the agency's recommendation for biennial end fund balances.

The following dialog box will appear when the OFM Working Capital (B9-1) report is selected:



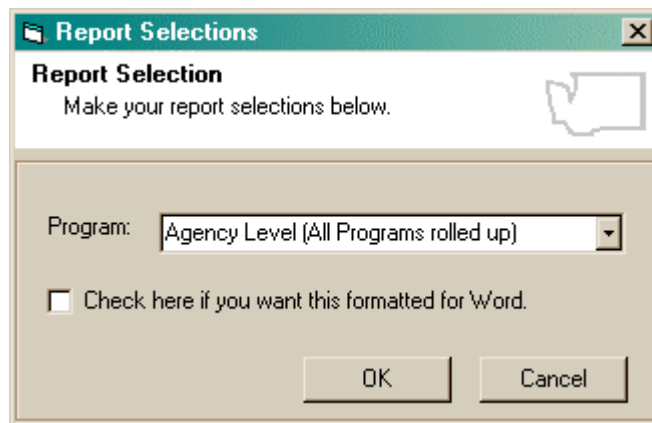
Program – The combo box allows users to select an agency level rollup of all programs, all programs at the program level, or choose a specific program for running the report.

OK – Generates the report.

Cancel – Returns the user to the previous BDS screen without generating the report.

## 22. OFM Decision Package Summary

Concept – A listing of all performance level decision packages in agency priority order. This is an official OFM submittal report required to preface the agency's performance level decision packages.



Program – The combo box allows users to select an agency level rollup of all programs, all programs at the program level, or choose a specific program for running the report.

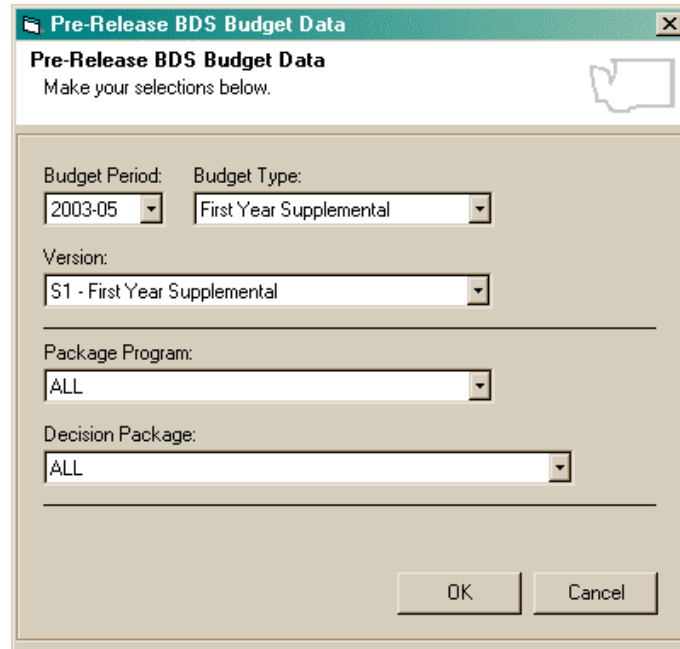
OK – Generates the report.

Cancel – Returns the user to the previous BDS screen without generating the report.

## 23. Pre-Release Edit Report

Concept – The Pre-Release Edit report is a report that gives users information about their version to help determine if it is ready to be submitted to OFM. The Pre-Release Edit report provides Warnings or Critical Error messages for version/decision package detail that may or does not meet OFM requirements as noted throughout this manual. See Appendix 1 for a listing of Pre-Release Edits.

Access – This reports is currently available only from the BDS menu by selecting **Verify Data to be Released to OFM** then selecting the appropriate budget type.

A screenshot of a Windows-style dialog box titled "Pre-Release BDS Budget Data". The dialog has a title bar with a close button (X). Below the title bar, the text "Pre-Release BDS Budget Data" is followed by "Make your selections below." and a small map of Washington state. The main area contains five dropdown menus: "Budget Period:" (set to "2003-05"), "Budget Type:" (set to "First Year Supplemental"), "Version:" (set to "S1 - First Year Supplemental"), "Package Program:" (set to "ALL"), and "Decision Package:" (set to "ALL"). At the bottom right are "OK" and "Cancel" buttons.

Budget Period – This dropdown box contains a list of all budget periods with data in BDS. Selecting the budget period here will help determine what versions are available below

Budget Type – This dropdown box contains a list of all budget types that are used in versions with that have data. Selecting Budget type here will help determine what versions are available below.

Version – This dropdown box contains a list of all versions that match the budget period and budget type selected above. The users selects version here to determine what data should be checked for the pre-release edits.

Package Program – This dropdown list box contains a list of programs that have been identified as the Package Program, plus ALL, for any decision package within the selected version. Limited to one option, rather than ALL, here will result in only those decision packages matching the selected Package Program being verified in the Pre-Release Edits.

Decision Package – This dropdown list box contains a list of all decision packages meeting the criteria above plus ALL to determine what decision package(s) to include in the pre-release edits.

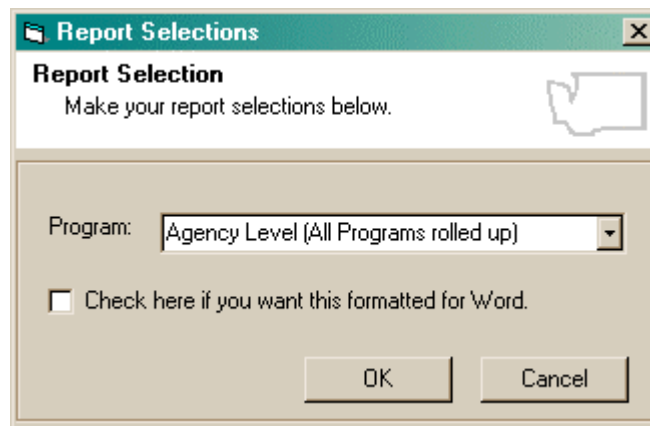
OK – Clicking this button will begin the Pre-Release Edit check and display the Pre-Release Edit report to the user.

Cancel – Cancel closes this dialog box returning the user the BDS menu without performing any pre-release edits

## 24. Multi-Year Recommendation Summary

Concept – This report will be made available by June 2002. It will resemble the OFM Recommendation Summary only including 3 biennia of data.

The following dialog box will appear when the Multi-Year Recommendation report is selected:



Program – The combo box allows users to select an agency level rollup of all programs, all programs at the program level, or choose a specific program for running the report.

Check here if you want this formatted for word – Checking this box will result in a generated report with page number references removed and the report header as part of the body of the report on the first page only. This option is used to facilitate copying and pasting into Word documents.

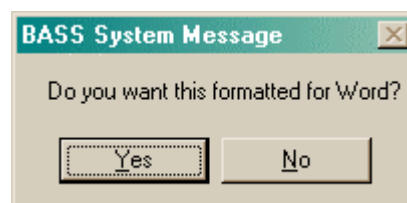
OK – Generates the report.

Cancel – Returns the user to the previous BDS screen without generating the report.

## 25. Multi-Year Decision Package

Concept – This report will be made available by June 2002. This will resemble of OFM Decision Package with a section to show estimates for three biennia.

Options – The following dialog box will appear upon selecting the OFM Decision Package report:



Yes – Click yes to generate the report with page number references removed and the report header as part of the body of the report on the first page only. Used to facilitate copying and pasting into Word documents.

No – Click to generate the report as a stand-alone document with page number references and a report page header at the beginning of each page.

## B. BRS-BDS Reports

### 1. Decision Package Detail by Budget Level

Concept – View FTEs by fund, expenditures by fund, appropriation type, or object for each decision package. This report also includes default sub-totals at each budget level with complete object, fund, and FTE Detail with a proposed total budget. Decision packages are listed by budget level, agency priority, or program priority.

Users can select criteria for report groupings and to identify specific coding levels (e.g., for a specific program, budget unit, organization code, etc.) or at the agency level.

The screenshot shows the 'Budget Development Reports' application window. The title bar is 'Budget Development Reports'. The menu bar includes 'File' and 'BDS Reports Help'. On the left sidebar, 'BDS Reports' is selected. The main window is divided into several sections: 'Reports' (with a 'Budget Period' dropdown set to '2003-05'), 'Available Reports' (a list of reports including 'Decision Package Detail by Budget Level'), 'Data Type' (dropdown set to 'All Types'), 'Sort Within Budget Level' (dropdown set to 'Decision Package Code'), 'Budget Level' (dropdown set to 'M1 + M2'), 'Options' (checkboxes for 'Show Locked Only' and 'Include RecSum Text'), 'Element Options' (text area showing 'Agency Level - ALL'), and 'Available Versions' (list box with 'T3-Agency Working Version' selected). At the bottom, it states 'Current Agency is 105 - Office of Financial Management' and has buttons for 'Description of Selected Report', 'Description of Selected Version', 'Selection Elements', and 'Generate Report'.

Budget Period – Combo box allows the user to select the budget period for which they want to produce a report.

Available Reports – A listing of reports available.

Data Type – Combo box allows the user to select what type of data (fund, object, FTE, or All) they wish to include the report.

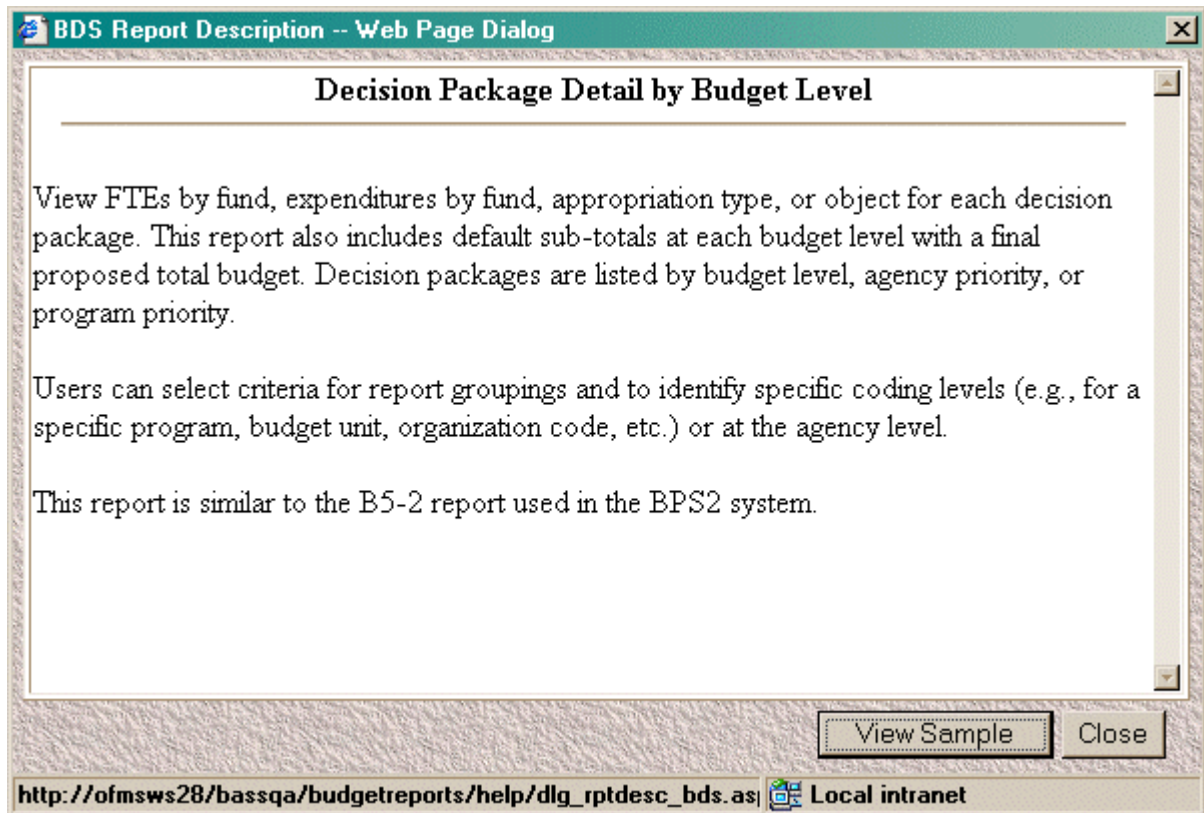
Sort Within Budget Level – Gives the user the option of how to sort the decision package list within each budget level.

Budget Levels – Users select the budget level(s) they wish to include in the requested report.

Element Options – Allows the user to view what selections are currently defined in **Selection Elements** (section VIII.B.5, page 121) screen for this report.

Available Versions – A list of versions available in BDS for the selected budget period. User selects a version for the requested report.

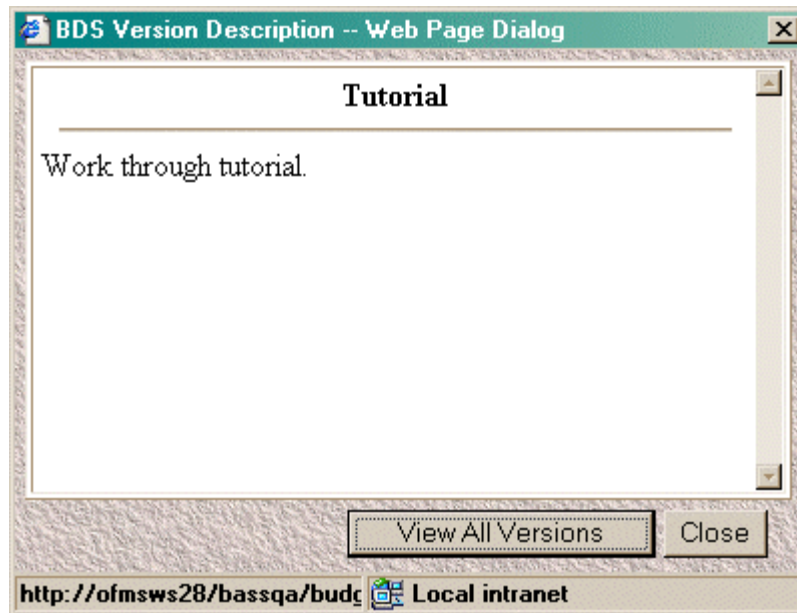
Description of Selected Report- A pop-up box will appear with a description of the selected report if the user clicks the button.



View Sample – User may click the button to be presented with a graphic representing a sample of the selected report.

Close – User can close the dialog box to return the Budget Reporting Screen by clicking the Close button.

Description of Selected Version – Users can view the comments entered with a version on the **Add/Update Version** (see III.B.1, page 14) screen.



View All Versions – Clicking this button will present the user with a view of all versions entered into BDS.

Biennium : 2003-05		
Code	Title	Description
CL	Christines version	
CR	Cyns Regular April	
CS	cyns 1st year	
CT	cyns 2nd year	
CU	cyns reg april 2002	
CV	cyns 1st year	
CW	Cyns 2nd year	
CX	Prerelease Test	
DB	SPW 12th Tug	
SD	SPW No DPs	
SE	SPW No DP Version	
SP	SPW 2003-05 Regular	
SS	tes	
SW	SW First Year Supp 2003-05	
SX	SW Secnd Year Supp 2003-05	
TS	Testing Locking	
TT	Toms test version	
TU	Second Year	
TV	first yea	
TX	first year	
XX	first	

Biennium : 2001-03		
Code	Title	Description
SN	test for approp period 01-03	
SP	SPW Afrs Extract Test 01-03	

Close – User clicks to return to previous dialog box.

Close – User click to return to report selection screen.

Selection Elements – Discussed in further detail in next section (**Selection Elements**, section VIII.B.3, page 121).



Generate Report – Runs the report with the selected parameter in Crystal.

## 2. Recommendation Summary

Concept – This is the same report as **OFM Recommendation Summary** only with the ability to use the **Selection Elements** to get e resulting report at any level or sort.

Budget Period – Combo box allows the user to select the budget period for which they want to produce a report.

Available Reports – A listing of reports available.

Data Type – Combo box allows the user to select what type of data (fund, object, FTE, or All) they wish to include the report.

Sort Within Budget Level – Gives the user the option of how to sort the decision package list within each budget level.

Budget Levels – Users select the budget level(s) they wish to include in the requested report.

Element Options – Allows the user to view what selections are currently defined in **Selection Elements** (section VIII.B.5, page 121) screen for this report.

Available Versions – A list of versions available in BDS for the selected budget period. User selects a version for the requested report.

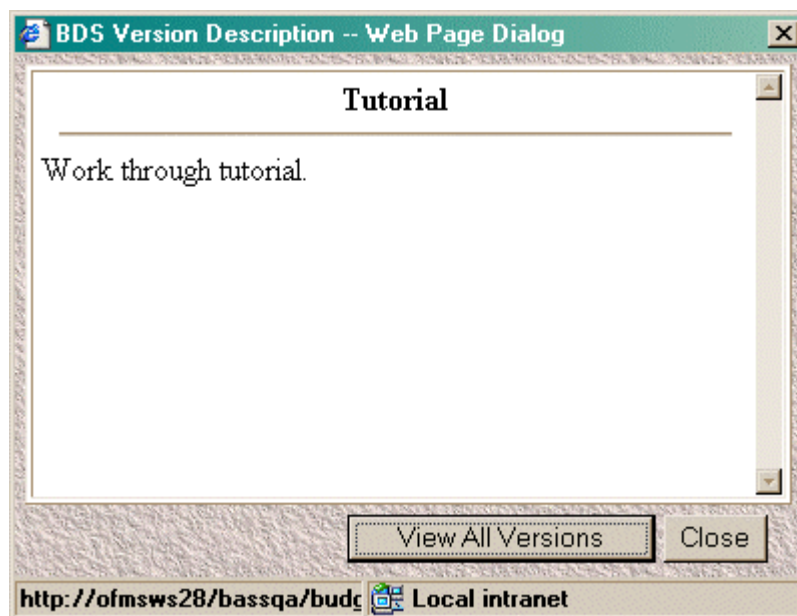
Description of Selected Report- A pop-up box will appear with a description of the selected report if the user clicks the button.

View Sample – User may click the button to be presented with a graphic representing a sample of the selected report.



Close – User can close the dialog box to return the Budget Reporting Screen by clicking the Close button.

Description of Selected Version – Users can view the comments entered with a version on the **Add/Update Version** (see III.B.1, page 14) screen.



View All Versions – Clicking this button will present the user with a view of all versions entered into BDS.

Version Descriptions			Close
Biennium : 2003-05			
Code	Title	Description	
CL	Christines version		
CR	Cyns Regular April		
CS	cyns 1st year		
CT	cyns 2nd year		
CU	cyns reg april 2002		
CV	cyns 1st year		
CW	Cyns 2nd year		
CX	Prerelease Test		
DB	SPW 12th Tug		
SD	SPW No DPs		
SE	SPW No DP Version		
SP	SPW 2003-05 Regular		
SS	tes		
SW	SW First Year Supp 2003-05		
SX	SW Secnd Year Supp 2003-05		
TS	Testing Locking		
TT	Toms test version		
TU	Second Year		
TV	first yea		
TX	first year		
XX	first		
Biennium : 2001-03			
Code	Title	Description	
SN	test for approp period 01-03		
SP	SPW Afrs Extract Test 01-03		

Close – User clicks to return to previous dialog box.

Close – User click to return to report selection screen.

Selection Elements – Discussed in further detail in next section **Selection Elements**, section VIII.B.5, page 121).

Generate Report – Runs the report with the selected parameter in Crystal.

### 3. Object/Source of Funds Expenditure Summary

Concept - A bottom-line look at the proposed budget for an agency. Default groupings are; total FTEs, Funds by fund and appropriation type, and Object at the object level. Three separate column selections allow the user to compare data either by budget level by or budget version. Users have the option of comparing either incremental changes, or total through the budget level in each column.

Users can select criteria for report groupings and to identify specific coding levels (e.g., for a specific program, budget unit, organization code, etc.) or at the agency level.

Budget Period – Combo box allows the user to select the budget period for which they want to produce a report.

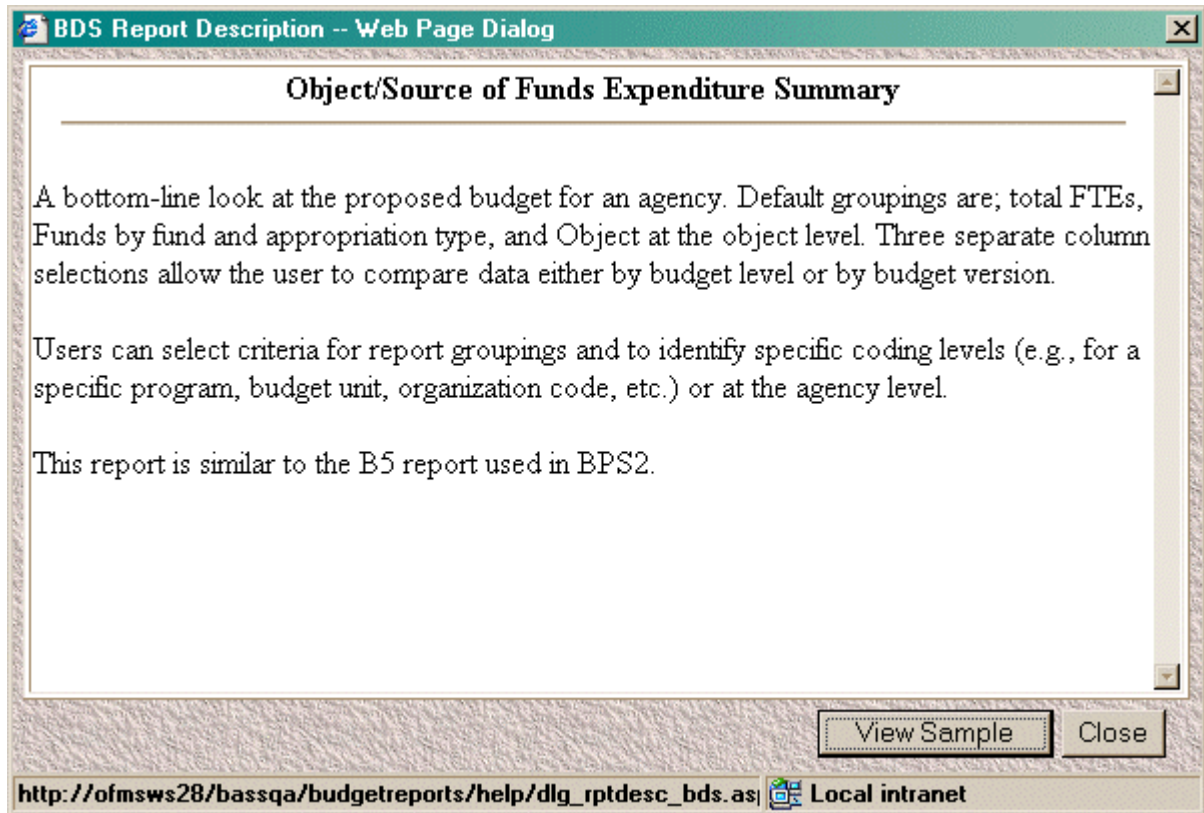
Available Reports – A listing of reports available.

Data Type – Combo box allows the user to select what type of data (fund, object, FTE, or All) they wish to include the report.

Detail Type – This drop down list box contains options to display the column information with either the delta change in each column, or the cumulative total through the column designated budget level.

Element Options – Allows the user to view what selections are currently defined in the **Selection Elements** (section VIII.B.5, page 121) screen for this report.

Description of Selected Report- A pop-up box will appear with a description of the selected report if the user clicks the button.



View Sample – User may click the button to be presented with a graphic representing a sample of the selected report.

Close – User can close the dialog box to return the Budget Reporting Screen by clicking the Close button.

Description of Selected Version – *Option not available for the Object/Source of Funds Expenditure Summary*

Selection Elements – Discussed in further detail in next section (**Selection Elements**, section VIII.B.3, page 121).

Column Selections – Allows the user to define what elements to include for each of the reports 3-columns.

Budget Levels – Users select the budget level(s) they wish to include in the requested report column.

Available Versions – A list of versions available in BDS for the selected budget period. User selects a version for the requested report column.

Generate Report – Runs the report with the selected parameter in Crystal.

#### **4. Fund & FTE Detail by Fiscal Year**

Concept – The Fund and FTE Detail by Fiscal Year report displays decision package information by budget level. This is similar to the Fund and FTE Detail by Fiscal Year available in the Version

Reporting System for published versions, only agencies can run the report against BDS data and use the **Selection Elements** (section VIII.B.5, page 121) for reporting at lower levels of detail.

Budget Period – Combo box allows the user to select the budget period for which they want to produce a report.

Available Reports – A listing of reports available.

Sort Within Budget Level – Gives the user the option of how to sort the decision package list within each budget level.

Budget Level – Users select the budget level(s) they wish to include in the requested report.

Element Options – Allows the user to view what selections are currently defined in the **Selection Elements** (section VIII.B.5, page 121) screen for this report.

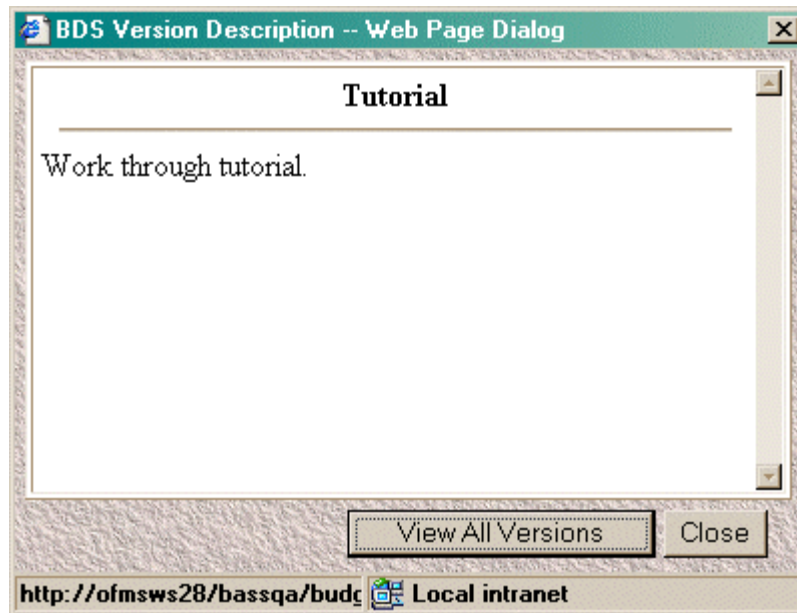
Available Versions – A list of versions available in BDS for the selected budget period. User selects a version for the requested report.

Description of Selected Report- A pop-up box will appear with a description of the selected report if the user clicks the button.

View Sample – User may click the button to be presented with a graphic representing a sample of the selected report.

Close – User can close the dialog box to return the Budget Reporting Screen by clicking the Close button.

Description of Selected Version – Users can view the comments entered with a version on the **Add/Update Version** (see III.B.1, page 14) screen.



View All Versions – Clicking this button will present the user with a view of all versions entered into BDS.

Biennium : 2003-05		
Code	Title	Description
CL	Christines version	
CR	Cyns Regular April	
CS	cyns 1st year	
CT	cyns 2nd year	
CU	cyns reg april 2002	
CV	cyns 1st year	
CW	Cyns 2nd year	
CX	Prerelease Test	
DB	SPW 12th Tug	
SD	SPW No DPs	
SE	SPW No DP Version	
SP	SPW 2003-05 Regular	
SS	tes	
SW	SW First Year Supp 2003-05	
SX	SW Secnd Year Supp 2003-05	
TS	Testing Locking	
TT	Toms test version	
TU	Second Year	
TV	first yea	
TX	first year	
XX	first	

Biennium : 2001-03		
Code	Title	Description
SN	test for approp period 01-03	
SP	SPW Afrs Extract Test 01-03	

Close – User clicks to return to previous dialog box.

Close – User click to return to report selection screen.

Selection Elements – Discussed in further detail in next section (Error! Not a valid bookmark self-reference., section VIII.B.3, page 121).



## 5. Selection Elements

**Concept** – The Selection Elements screen give users a way to customize reports by allowing the limiting of data to include customized groupings for diverse sub-totaled views. All limiters and sub-total groups available are defined through the **Titles Management** (section III.C, page 20) function of BDS. Selection element options are saved for all future reports run from that users computer until changes are specifically made to the **Selection Elements** screen.

**Screen Notes** - It is important to note that the combo boxes on this screen do not function the same as the combo boxes on BDS screens. A single click on the arrow button will enable the combo box. The user must then double-click on the desired option for the selection to be recognized.

Selections must be made in order of the coding element hierarchy (i.e., program must be selected before sub-program, unit must be selected before cost center, etc.)

Agency Level <input type="checkbox"/>	Current Selection	Grouping
	Budget Activity Inventory (None)	No
	Program 020	No
	Sub Program (All)	1st
	Activity (None)	No
	Sub-Activity (None)	No
	Task (None)	No
	Division (None)	No
	Branch (None)	No
	Section (None)	No
	Unit (None)	No
	Cost Center (None)	No

**Agency Level** – Users can run reports at the agency level by checking this box (default first time in reports). Checking this box will clear all other selections to Current Selection - (None) and Grouping – No.

**Current Selection** – Users can define a current selection for every coding element available (see **Titles Management**, section III.C, page 20). A single click on the arrow button will enable the combo box. The user must then double-click on the desired option to the selection to be recognized.

Options for each combo box include:

**(None)** – Will not limit or group report data based on this coding element or any element lower within the selected hierarchical group (i.e., program, org, etc).

**All** – Will include all items of this coding element. User can now choose to establish a grouping (sub-total) for the element or define a limiter or grouping at a lower level within the same hierarchical group (i.e., program, org, etc).

Code Specific – Every specific code as defined in **Titles Management** (section III.C, page 20). Selecting a specific code will limit the report to only include data with this code.

Grouping – Group is used to define if sub-totals at the corresponding coding element level are desired. Options include “No” (do not sub-total) and 1<sup>st</sup> through 7<sup>th</sup>. This enables the user to define up to 7 levels in which to provide sub-totals on the selected report.

Apply – When the user clicks the Apply button, the coding selections will be set and the user will automatically be returned to the report selection screen. Note that the Element Options box on the report selection screen identifies the applied selections.

Reset – Clicking on the Reset button will reset the selection elements to the last applied options.

Cancel – Clicking on the Cancel button will reset the selection elements to the last applied options and return the user to the Report Selection screen.

EXAMPLE: The example provided on the previous page will result in a report that is limited to the agency’s program 200 and will provide a sub-total at each sub-program level within program 200.

## 6. BDS Data Downloads

Concept – Data download reports are available in BRS to give agencies a tool to help better analyze their budget data. The data download reports are ran using Crystal, but can easily be exported to Excel and will be in a "data set" format where Excel database functions can easily be applied for in depth data analysis. A class titled BASS: Using Data Downloads is available to BASS users who are interested in more information on Excel database features.

Access – The Data Download reports are available in the **Budget Reporting System / BDS Reports** under the **Data** tab.

The screenshot shows the 'Budget Development Reports' window with the 'Data' tab selected. On the left is a vertical sidebar with 'VRS Reports', 'BDS Reports', and 'CBS Reports'. The main area contains a 'Report Biennium' dropdown menu set to '2001-03'. To its right is a 'Title Options' section with an unchecked 'Include Titles' checkbox. Below these are two list boxes: 'Available Downloads' containing 'FTE', 'Fund', 'Object', and 'Revenue'; and 'Available Versions' containing '30 - S1 Locked', '40 - S2 Locked', 'S2 - S2 Unlocked', 'S3 - Regular Unlocked', 'SK - Mai version test', 'SN - Sharons Test', 'T2 - Test Copy', 'T3 - Test', and 'TT - Tom Test'. At the bottom, it states 'Current Agency is 105 - Office of Financial Management' and has three buttons: 'Description of Selected Format', 'Description of Selected Version', and 'Generate Report'.

Report Biennium – Combo box allows the user to select the budget period for which they want to produce a report.

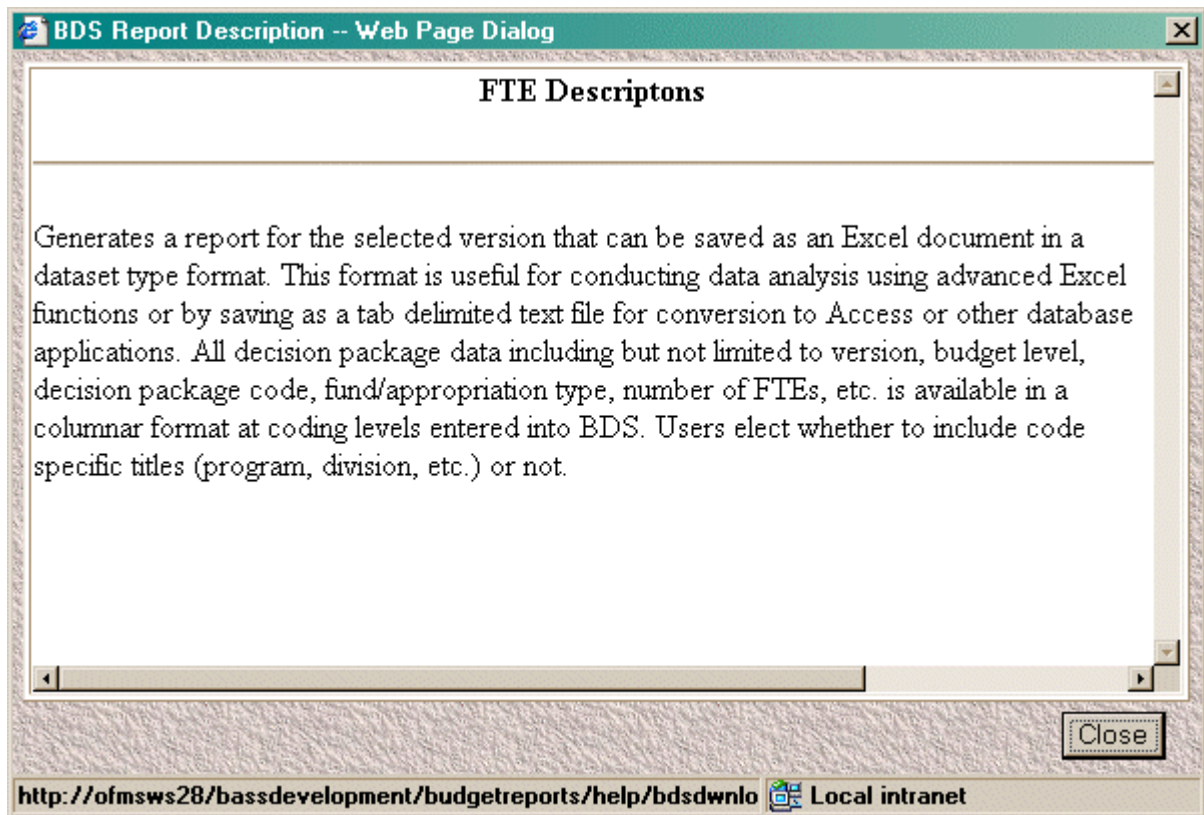
Available Downloads – Users selected from this list which type of estimates they want to include in the download. The available downloads correlate to the estimate data screens available in BDS;

FTE, Fund, Object, and Revenue. Performance Measure and Narrative information cannot be downloaded.

Title Options – Checking to include titles will result in the data download containing fields for coding titles. For instance, the download result would show Program 010, Administration rather than just Program 010.

Available Versions – A list of versions available in BDS for the selected budget period. User selects a version for the requested report.

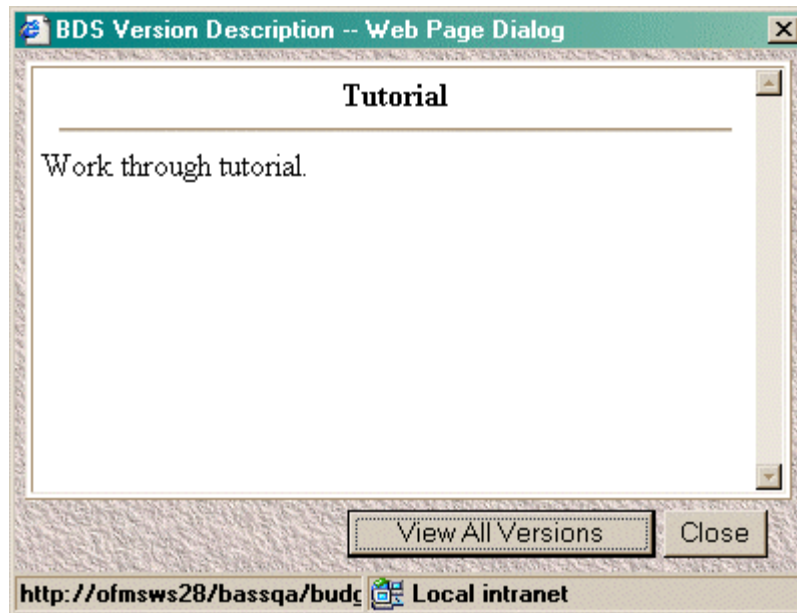
Description of Selected Format- A pop-up box will appear with a description of the selected report if the user clicks the button.



Close – User can close the dialog box to return the Budget Reporting Screen by clicking the Close button.

Description of Selected Version – Users can view the comments entered with a version on the **Add/Update Version** (see III.B.1, page 14) screen.





View All Versions – Clicking this button will present the user with a view of all versions entered into BDS.

Biennium : 2003-05		
Code	Title	Description
CL	Christines version	
CR	Cyns Regular April	
CS	cyns 1st year	
CT	cyns 2nd year	
CU	cyns reg april 2002	
CV	cyns 1st year	
CW	Cyns 2nd year	
CX	Prerelease Test	
DB	SPW 12th Tug	
SD	SPW No DPs	
SE	SPW No DP Version	
SP	SPW 2003-05 Regular	
SS	tes	
SW	SW First Year Supp 2003-05	
SX	SW Secnd Year Supp 2003-05	
TS	Testing Locking	
TT	Toms test version	
TU	Second Year	
TV	first yea	
TX	first year	
XX	first	

Biennium : 2001-03		
Code	Title	Description
SN	test for approp period 01-03	
SP	SPW Afrs Extract Test 01-03	

Close – User clicks to return to previous dialog box.

Close – User click to return to report selection screen.

Generate Report – Runs the report with the selected parameter in Crystal.

# Index

## A

Affected Programs 1, 53, 54, 57, 58, 73, 74, 75, 83, 84, 85  
 AFRS Extract 1, 7, 8, 9, 11, 12, 13, 75  
 Agency Level 10, 11, 12, 48, 54, 57, 58, 62, 73, 83, 101, 124  
 Available Programs 57, 58, 74, 84, 85

## B

BASS Main Menu 8  
 BDS 1, 1, 2, 3, 4, 5, 6, 7, 8, 9, 13, 14, 15, 17, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 42, 43, 45, 47, 50, 51, 52, 53, 55, 59, 61, 62, 69, 70, 72, 75, 76, 78, 85, 86, 87, 89, 90, 91, 92, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 121, 122, 123, 124, 125, 126, 127  
 BDS Menu 4, 5, 7, 9, 42, 43, 51, 53, 55, 69, 70, 72, 75, 76, 78, 85, 86, 87, 91, 105, 113  
 Budget Level 2, 7, 16, 19, 43, 48, 52, 78, 95, 97, 98, 100, 101, 104, 107, 110, 115, 118, 121, 122  
 Budget Management Console 1, 3, 4, 5, 7, 8, 9  
 Budget Management Options 8, 43  
 Budget Summary Console (*See also Decision Package List by ID*) 1, 3, 4, 5, 92

## C

Column Structure  
     Apply structure to additional worksheet 62  
 Column Structures  
     Coding Structure below Program 59  
 Crystal Report Viewer 105

## D

Decision Package 1, 2, 3, 4, 5, 7, 8, 9, 11, 13, 19, 38, 39, 41, 43, 44, 45, 46, 47, 48, 50, 51, 52, 53, 54, 69, 70, 76, 78, 79, 86, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 109, 113, 114, 115  
     Add 2, 95, 96  
     Add 1, 2, 3, 4, 7, 8, 11, 19, 46, 51, 53, 54, 57, 69, 73, 83, 96, 99, 103, 106  
     Code 97, 98, 100, 101

Copy 2, 91, 92, 99, 103  
     Include Data 102  
     Include Text 102  
     Reverse Signs 102  
 Copy (Save As) 2, 91, 92, 99, 103  
 Delete Worksheet Row 50  
 Edit 5, 7, 8, 15, 19, 38, 47, 50, 51, 53, 58, 59, 60, 62, 66, 69, 76, 79, 81, 86, 92, 112, 113  
 Expenditure Detail 1, 8, 50, 58, 69, 71, 72, 98, 102  
     Adjust Cell Amount 68, 81, 82  
     Balance Fund to Objects 64  
     Coding 60, 63  
     Freeze Key Columns 64, 67, 79, 88  
     Re-Naming Columns 64  
     Show/Hide Options 63, 64, 67, 69, 70, 72, 78, 79  
 Expenditure Notes 1, 75, 94  
 Filter 5, 18, 103  
 FTE Detail 1, 2, 58, 59, 60, 61, 64, 72, 106, 115, 121  
 Identification 1, 39, 44, 45, 46, 47, 93, 97, 98, 101, 102  
 List by ID 5  
 Locking 104  
 Management 1, 5, 7, 8, 38, 43, 45, 47, 50, 92  
 Merge 1, 15, 47, 48, 98, 102  
 Narrative 1, 8, 38, 52, 53, 56, 57, 58, 74, 75, 92, 94, 98, 102, 106, 126  
 Object 1, 2, 11, 12, 13, 36, 37, 55, 58, 59, 60, 61, 62, 64, 70, 71, 72, 106, 120, 121, 126  
 Package Program 2, 106  
 Package Title 54, 98, 102  
 Performance Measures 8  
 Print Worksheet 59, 78  
 Reusable Code 47  
 Revenue 1, 8, 11, 12, 76, 77, 78, 79, 80, 81, 83, 85, 94, 95, 107, 111, 126  
 Save 8  
 Status 40, 93  
 Status 40, 93  
 Update 91, 92  
 Decision Package Console (*See also Decision Package*) 1, 3, 4, 51, 91, 92, 94, 96, 99, 103

## F

Fund 996-Z 69, 72

## **G**

Goals 1, 2, 86, 87, 89, 94

## **H**

Help 8, 20

## **I**

Inflation 97, 101

## **L**

Lock 5, 7

## **M**

Multiple Year Plan 2, 65, 66, 67, 80, 81, 95, 114

## **P**

Package Program 2, 10, 11, 12, 13, 16, 19, 39, 43, 44, 48, 52, 53, 57, 73, 78, 83, 93, 95, 98, 101, 102, 104, 107, 113

Performance Measure Description 54, 116, 118, 119, 121, 122, 126

Performance Measure Type 89

## **R**

Recommendation Summary 2, 5, 38, 52, 53, 98, 101, 108, 114, 118

Replace Existing Data 17

Reporting 2, 3, 4, 5, 116, 119, 121, 122, 125, 126

### Reports

#### BDS Submittal

OFM Decision Package 2, 40, 70, 76, 86, 93, 105, 109, 110, 112, 114

OFM Decision Package Summary 2, 112

OFM Program Summary 111

OFM Recommendation Summary 2, 108, 110, 114, 118

OFM Revenue Estimates (B9) 2, 76, 111

OFM Working Capital (B9-1) 2, 111

#### BDS Working

Decision Package FTE Detail 2, 106

Decision Package Fund Detail 2, 106

Decision Package Listing Sorted by Agency Priority 2, 107

Decision Package Listing Sorted by Budget Level 2, 107

Decision Package Listing Sorted by Locked Indicator 2, 107

Decision Package Narrative 2, 106

Decision Package Object Detail 2, 106

Decision Package Performance Measure Detail 2, 107

Decision Package Revenue Detail 2, 107

Recommendation Summary (CB Detail) 2, 108

Version Titles 2, 105, 108

### BRS

Decision Package Detail by Budget Level 2, 70, 115

Object Source of Funds Exp Summary 2, 120, 121

Selection Elements 2, 115, 117, 118, 120, 121, 122, 123, 124

## **S**

Set Default DP Filter 1, 14, 18, 19

Sort 42, 95, 115, 118, 122

Source 67, 77, 78, 79, 83

Spell Check 55, 56

STR 1276 34

## **T**

Titles Management 1, 8, 16, 19, 20, 21, 22, 27, 28, 33, 34, 35, 36, 37, 57, 62, 70, 71, 72, 74, 84, 98, 101, 124, 125

Tools 8, 9, 14, 15, 17, 19, 20, 21, 22, 27, 33, 36, 37, 38, 43, 45, 47, 50

Tracking 86, 87

## **V**

Verify Data to be Released to OFM 2, 5, 53, 54, 112, 113

### Version

Add/Update 1, 5, 7, 14, 16, 18, 19, 96, 100, 116, 119, 122, 126

Copy/Merge 1, 5, 15, 17

Delete 1, 5, 17

Version Management 1, 7, 8, 13, 14, 15, 17, 19, 20

## **W**

Working Capital 1, 5, 8, 50, 111